

Checklist: Conducting an Interview

Directions: Use this checklist to keep track of your activities as you prepare for and conduct an interview. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
<input type="checkbox"/>	1. <i>Arrive early and review your questions.</i> If you are conducting your interview over the phone, set time aside before the call to review your questions and then call the person you are interviewing at the agreed-upon time.
<input type="checkbox"/>	2. <i>Introduce yourself and ask for permission to record the interview.</i> Explain why you are conducting the interview. Ask for permission to record and use quotes from the interview.
<input type="checkbox"/>	3. <i>Set up and test your recording equipment.</i> Ideally, use an audio or video recorder to make a complete record of your interview. At a later time, you can review what was said and carefully transcribe exact quotations from the tape.
<input type="checkbox"/>	4. <i>Ask your questions clearly and be ready to respond with follow-up questions.</i> Allow the person you are interviewing a chance to answer your questions fully. Don't insist on strictly following your list of interview questions; if discussion naturally flows in another, useful direction, be prepared to shift your line of questioning
<input type="checkbox"/>	5. <i>Take notes, even if you are using a video or audio recorder.</i> A set of handwritten notes will serve as a backup in case of technical glitches and will help you remember ideas you had during the interview.
<input type="checkbox"/>	6. <i>Be alert for related sources mentioned in the interview.</i> If you learn during the interview about specific sources that might be relevant to your research writing project, ask for copies of those sources
<input type="checkbox"/>	7. <i>Leave your contact information when the interview is over.</i> Provide a way for the person you interview to reach you to change or add anything to his or her comments.
<input type="checkbox"/>	8. <i>Send a thank-you note.</i> Let the person you interviewed know how much you appreciated the opportunity to learn from him or her.
<input type="checkbox"/>	9. <i>Arrive early and review your questions.</i> If you are conducting your interview over the phone, set time aside before the call to review your questions and then call the person you are interviewing at the agreed-upon time.
<input type="checkbox"/>	10. <i>Introduce yourself and ask for permission to record the interview.</i> Explain why you are conducting the interview. Ask for permission to record and use quotes from the interview.
<input type="checkbox"/>	11. <i>Set up and test your recording equipment.</i> Ideally, use an audio or video recorder to make a complete record of your interview. At a later time, you can review what was said and carefully transcribe exact quotations from the tape.

Notes: