

Guidelines for Conducting an Interview

Before the Interview:

- Contact the person you will be interviewing. Be polite and courteous in your communication, and include the following points:
 - Introduce yourself and identify yourself as a student journalist at OCV News.
 - Explain the story you are planning to write and the purpose of the interview.
 - Ask when would be a good time to conduct the interview, and arrange a time and a format for the interview (e.g. by phone, by video call).
 - Offer to provide the interview questions in advance.
- Prepare a list of questions to ask the person you will be interviewing.
 - Research your subject in advance so that you can ask specific questions.
 - Prepare at least ten questions, and list them in order from most important to least important. This way, if you don't have the opportunity to ask all of your questions, you will have asked the most important ones.
 - Avoid questions that can be answered with yes or no. Develop open-ended questions that will allow and encourage your interviewee to talk.
- Share your questions with a teacher on the OCV News Team for approval.
- Once approved, send the questions to the interviewee, if you have arranged to share them in advance.

During the Interview:

- Begin the interview on time and thank the interviewer for agreeing to meet with you.
- Ask for permission to record the call or meet.
- Look the person in the eye when asking questions.
- Ask for clarification or an explanation about anything you don't understand.
- Listen carefully to the answers. Each answer could lead to more questions or include an answer to a question you haven't asked yet. Don't ask a question that has already been answered.
- Don't read through your questions one right after another like you can't wait to be finished. Conduct your interview like a conversation. One question should lead naturally into another. If you are LISTENING to the answers this will come naturally.
- Even if you are recording, take notes. Don't try to write every word. Just jot down the highlights.

After the Interview:

- Send a thank you note (e-mail) to your interviewee.
- Identify quotations that you think will be good for your article.
- Write your article, being careful to accurately represent the information your interviewee shared with you.

Source:

"How to Conduct a Journalistic Interview." *Scholastic*.

<https://www.scholastic.com/teachers/articles/teaching-content/how-conduct-journalistic-interview/>