

# Interviewing Stakeholders

Name: \_\_\_\_\_

Work as a group to answer the questions below. Pick one team member to be the 'scribe,' making sure that all of the group's ideas are neatly written on their worksheet. That copy will eventually be shared with another team to get feedback.

**1. *What information do you hope to get from an interview?*** Think about what details you will probably not get from survey results.

**2. *Who exactly would you like to interview? Why?*** Discuss who could share the information/knowledge you are looking for. If it is possible, doing online research can help you narrow down your options! It is okay if you cannot identify a specific person today; for now, you can put placeholders such as "public health official" or "longtime resident who has lived through the project site's transformation."

**3. *What are 3-4 questions you would like to ask this person in an interview?*** These should be easy to understand and get you closer to answering the main project question. Only reviewing teams should use the checklists!

## Question 1

### Peer-Review Checklist:

- ☐ Question is clear and makes sense.
- ☐ Question only contains one thought.
- ☐ Question does not include biased words or phrases.
- ☐ Question is not too personal.
- ☐ Question gets us closer to answering the main project question.



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## Question 2

### Peer-Review Checklist

- ☐ Question is clear and makes sense.
- ☐ Question only contains one thought.
- ☐ Question does not include biased words or phrases.
- ☐ Question is not too personal.
- ☐ Question gets us closer to answering the main project question.

## Question 3

### Peer-Review Checklist

- ☐ Question is clear and makes sense.
- ☐ Question only contains one thought.
- ☐ Question does not include biased words or phrases.
- ☐ Question is not too personal.
- ☐ Question gets us closer to answering the main project question.

## Question 4

### Peer-Review Checklist

- ☐ Question is clear and makes sense.
- ☐ Question only contains one thought.
- ☐ Question does not include biased words or phrases.
- ☐ Question is not too personal.
- ☐ Question gets us closer to answering the main project question.



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## Creating an Interview Action Plan

It is important to begin discussing how exactly this interview will take place. Answer the questions below to jumpstart your planning. Dividing tasks can help your team make progress quickly!

- ***If you do not already have a specific interviewee in mind, what additional research needs to be done? Who will take the lead on this?***
- ***How will you contact this individual? Who will draft an email message, explaining the project and our goal for the 20-30 minute interview?*** Talk to your teachers about contacting this person, since they may want/need to be the ones to send your message to potential interviewees.
- ***By when should you contact this individual and which times/locations should you propose?***
- ***Who will be the interviewer and how should they prepare?***
- ***After the interview occurs, who will take the lead in organizing/analyzing the qualitative data?***

