

Interview Guidelines

BEFORE THE INTERVIEW

- Choose your interview carefully based upon the expectations of the paper.
- Politely request an interview and explain its purpose in advance.
- Create possible interview questions to ensure the conversation flows effectively. Interview questions should generally be open-ended to get people talking.
- Determine a meeting place that will allow meaningful conversation to take place.

DURING THE INTERVIEW

- Explain the topic of your paper again to help them focus their responses.
- The interview may digress from your intended topic. If this happens, you'll want to gently steer the interview back to your questions and topic.
- Respect the time of your interviewee. The interview should not exceed an hour.
- You will need to take notes during the interview to refer to when writing your paper. Do not try to trust your memory only on this task.
- When you are finished with the interview, be sure to thank your interviewee for sharing their information and time with you.

AFTER THE INTERVIEW

- Provide a written thank you to your interviewer for giving their time and information.