

## **The Guidelines for Interviews**

1. Always plan a few days ahead to make sure your interviewee is available. Decide together where and when you will conduct the interview.
2. Give them a copy of your interview questions in advance. This will allow him or her time to think and prepare a few answers.
3. While you will need your interview questions organizer, laptop and pens or pencils. You may also want to think about recording the interview with audio or video. Ask permission before you set up a camera though! Some people are shy about being taped.
4. Ask questions that need more than simple “yes” or “no” answers. You are seeking feelings, stories, facts and descriptions.
5. Don’t push for answers if your interviewee is unwilling to share. Move on to another question.
6. Use your questions as a guide, but use follow up questions to push further. Don’t be afraid to let them tell a story that doesn’t seem related to your questions. Don’t interrupt to get back to your interview questions—wait until he or she has finished the story.
7. Try not to schedule the interview for more than an hour and remember to take breaks while you are talking, if needed. Offer refreshments such as water.
8. Inform them that you may need to ask some follow-up or clarifying questions.
9. When you are done, be sure to thank them for his or her time. Sharing a final copy of the work would also be a nice gesture.