

Interview Guide



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Fold here

- 1 Prior to the interview make sure that you have the equipment you need:
 - Interview – paper and pen
 - Interview and voice recording – Dictaphone/digital voice recorder (check that the microphone is sensitive enough to pick up the voices)
 - Interview and filming – video camera, including sound recording, and tripod.

2

If you are filming the interview read the next section (filming your interviews) before you start.

3

Prepare the interview space before the storyteller arrives.

Make it comfortable (to avoid unnecessary fidgeting). Move away from noisy appliances like clocks, TVs and refrigerators. If you can't then think about turning them off or if possible moving them out of the way.

4

It is important to make sure that the storyteller understands and consents to telling their story, and for you/your organisation to use it as part of the improvement work that you are doing.

See page 66 and website for more information about consent.

5

It is important to find out how much time is available – make sure you keep to the time allocated.

6

Make sure you and your story teller are comfortable and take your time to begin. Have refreshments available.

7

Start each interview by introducing yourself, the date and the location of the interview.

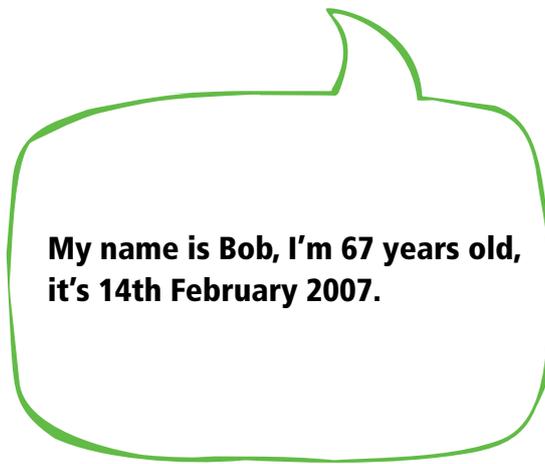
For example, "Hello, my name is Paul, I'm 47 years old. The date is August 3rd, 2014, and we're sitting here in Doxford Park Community Centre."

8

Ask your story teller to state the same information.

Try to start with an easy introductory questions to ease the story teller into the interview, for example:

“Have you travelled far?”



9

Stay quiet when the story teller is talking. Try not to speak over them because it will make the recording unclear as well as making what they say seem unimportant.

Provide non-verbal encouragement to continue such as nodding your head and smiling.

10

Enable the story teller to do just that – tell you their story.

You may need to use prompts at times such as; how did that make you feel, tell me more about that...

11

If you do ask questions, make sure they are 'open' such as "what do you do?" rather than closed questions which can be answered with "yes" or "no".

12

If the story teller is keen on a particular topic or issue, let them stay with it.

Ask follow up questions or use prompts as needed.

13

Manage the time and steer the interview to a natural close.

Remember to thank the story teller for their time and for sharing their story with you.

Make sure that they feel OK before they leave.

the
ebd
approach™