

Interview Checklist and Reminders

Reminders:

Before the Interview:

- Prepare questions and bring them to the interview. Include all 4 kinds of questions (factual, open-ended, daring, reflective)
- Bring a tape recorder and/or note-taker
- Arrange a time and place to meet with the interviewee, plan for about 1 hour

To Begin the Interview:

- Introduce yourself
- Explain the project
- Inform them that the information will only be used during this school project
- Get the interviewee's name, address and phone # (to send invitation to the art opening)

During the interview:

- Ask to see photos or objects they brought from homeland
- Allow silences
- Keep eye contact
- Encourage them with your body language (nod head, smile)
- Use follow-up questions to go deeper and to get stories:
 - Can you give me an example?
 - Can you describe that in more detail?
 - Can you tell me more about _____?

After the interview:

- Say thank you
- Ask if you can call later, if you have more questions
- Check spelling of any names of people, places, etc.
- Make a sketch or list of objects in the room

Checklist

Before the Interview

- Tape recorder and/or note taker
- Got address and phone number
- Time and place: _____

After the Interview

- Asked if you can call later with more questions
- Checked spelling of names and places
- Made a sketch and/or list of objects