

GUIDELINE REPREPARE & CONDUCT AN INTERVIEW

STEP 1

RESEARCH

- The interviewee's background
- Background of the organization they work for

STEP 2

SET GOALS

- Define the interview's purpose
- Make a list of what you want to ask



STEP 3

PREPARE

- Choose a location with few distractions
- Choose the interview format (phone, video, face-to-face, etc)
- Estimate the interview length
- Let the interviewee know if it will be recorded
- Required attire ?
- Routes mapping (if on location, make sure you work out your route(s) to get there on time)

STEP 4

INTERVIEW

- State the interview's purpose
- Notify the interviewee about the recording again
- Follow your question list
- Listen carefully and ask follow-up questions for more details if needed
- Avoid making criticism/ taking sides
- Make eye contact
- Allow the interviewee to ask questions
- Try to keep an interview within the time frame you told the interviewee
- Thank the interviewee
- Let them know your next step and its timeframe (if you have one)

STEP 5

SUMMARIZE

- Based on your interview's goals, summarize and analyse the interview's findings

STEP 6

PRESENT!

- Prepare to present your findings!

HOW TO RECORD AN INTERVIEW?

- ☉ Phone interview watch [HERE](#)
- ☉ Online video interview: most of the current apps (Zoom, Skype, Microsoft Teams, etc) have the recording function. For example, [HERE](#) is the video of how to record a video call on Microsoft Teams
- ☉ Direct interview: the recording app on your phone or any apps/ recorders you prefer

PHONE RECORDING TOOLS

- ☉ [Google Voice app](#): only for incoming calls
- ☉ For iPhone, iPad: [Voice Memo](#), [Voice Recorder & Audio Editor](#)
- ☉ For Android: use the phone recorder or download apps like Smart Recorder, Voice Recorder

TIPS:

- ☉ Remember to charge your phone battery
- ☉ Phones can be overheated on hot days. So be careful with direct sunlight
- ☉ Practice with your phone and/or the recording app. This way, you can precheck the sound quality of your recording and make any changes (different recording location apps) in time.

How to ask for permission to record an interview?

- ☉ Ask the interviewee.
- ☉ When asking someone for an interview, ask them for permission to record also. You can ask questions like “I would like to record our talk, so I can focus entirely on our conversation instead of taking notes. Is it alright for you?”.
- ☉ If needed, you can send out the [Requesting consent form](#) to the interviewee, so they can sign and send it back to you as proof.
- ☉ Provide notice in your Calendar Invite (for online video interviews): you can put the notice in the Description or Notes section. The notice’s example: “This call will be recorded for record-keeping and educational purposes.”

NOTES

A large, empty rectangular box with a thin purple border, occupying the majority of the page below the 'NOTES' header. It is intended for the user to write their notes.

CHECKLIST



Co-funded by the
Erasmus+ Programme
of the European Union

