

— GUIDELINES FOR —

CONDUCTING INTERVIEWS

Based on workshop by Dr Karen Nairn, University of Otago College of Education.

1. Provide an information sheet ahead of time and ask if your participant would like to see a copy of the interview questions before the interview. Revisit the information sheet during the interview, explain key information in your own words and check if your participant understands what the research is about.
2. Check that your participant is ok with the interview being recorded; if they do not want it recorded, ask if you can take notes.
3. Complete the consent form – make sure you keep the consent form signed by your participant and give a second consent form to your participant to keep for their records. At the same time, revisit the key features of the consent form, especially the promise of confidentiality and if your participant would like to choose a code name. If, after the interview, your participant doesn't want you to use particular sections of the interview, (eg. if they talk about a friend and don't want that used as data) they can contact you to make that request.
4. Provide an overview of what the interview questions will be about and remind your participant that they do not have to answer any questions they do not want to.
5. Remind your participant that they can ask to take a break and/or can stop the recording (so show them how your recording equipment works).
6. Check again about your participant's available time for the interview in case they have a tight schedule so you can ensure you fit the interview into your participant's timeframe OR negotiate another time to do part 2 of the interview if the available timeframe proves to be too tight.
7. Think about how you are sitting in relation to your participant – sitting alongside can work better than sitting opposite each other across a desk which imitates a teacher/student relationship.
8. Check your recording equipment before you go to the interview and again at the interview with your participant talking so you make sure you get a good recording. Have spare batteries or a charger with you in case they are needed. It can even be a good idea to check your equipment is recording at the beginning of the interview as sometimes equipment is bumped during your travelling from home (where you checked it was working) to the interview location.