

# INTERVIEW

## Helpful Hints

### Who do I ask?

1. Choose somebody that is informed about your topic: somebody who knows a lot about your topic.
2. Contact the person to see if they are willing to participate in an interview. You can contact him/her by phone, fax, letter, or e-mail.
  - a. Identify who you are, your school, and your grade level.
  - b. Explain what your assignment is, why you need their input, and what you will do with the information.
  - c. Tell them how you would like to conduct the interview (in person, on the phone, through Distance Learning, etc.)
  - d. If you want to videotape or audiotape record the interview, ask permission in advance.
3. Agree upon a date, time, and place for the interview.

### What do I ask?

1. Brainstorm questions that are related to your topic.
2. Which questions have you not been able to find the answer in your research?
3. Find out what resources he/she used to find information and answers.
4. Do not ask questions that can be answered with one word or a simple Yes or No.
5. Do not ask personal or embarrassing questions.
6. Ask an adult to review your questions to appropriateness and authenticity before your interview.

### How do I do it?

1. Prepare your questions in advance.
2. Be on time, dress nicely, introduce yourself, and shake hands.
3. Listen carefully, don't interrupt, and take notes that include key ideas and are legible.
4. When you need to, repeat what you hear for clarification to confirm that you did understand correctly. If you need to, ask for something to be repeated.
5. Write down the words EXACTLY if you want to use it as a quote.
6. Ask for names or words you don't know to be spelled or explained.
7. Be respectful and attentive (maintain eye contact whenever possible).
8. After the interview, shake hands and thank the person for their time.

### Final Thoughts

1. Review your notes from the interview and transcribe them as soon as possible.
2. Send a thank you letter detailing your appreciation and how much the interview helped you understand your topic better.

Source # \_\_\_\_

Interview # \_\_\_\_

# Source Notes

## Interview

My Name (Interviewer): \_\_\_\_\_

Name of Person I'm Interviewing: \_\_\_\_\_

Person's title (or expertise): \_\_\_\_\_

Contact Information-- Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Time of Interview: \_\_\_\_\_

Location of Interview: \_\_\_\_\_

Type of Interview: Face to Face Fax Telephone Distance Learning Other: \_\_\_\_\_

Interview topic: \_\_\_\_\_

(Place answers on Interview Response paper)

Question 1:

Question 2:

Question 3:

Question 4:

Question 5:

Question 6:

Question 7:

Question 8:

Question 9:

Question 10:

Source # \_\_\_\_

Interview # \_\_\_\_

# Source Notes

## Interview

Response to Question # \_\_\_\_

Response to Question # \_\_\_\_

Response to Question # \_\_\_\_

Source # \_\_\_\_

Interview # \_\_\_\_

# Source Notes

## Interview

Where/How did I find out about this source?

SUMMARY of INTERVIEW—in your own words:

To be completed after done using source

What I found most useful about this source:

What I found difficult about using this source: