**Tips for Conduction a Good Interview**

• Make sure the location you choose to conduct your interview is quiet and comfortable

• Make sure you tell your interviewee that you will be taking notes on what they are saying. (Remember, the more detailed your notes, the easier you diary entries will be.)

• Give a list of questions to your interviewee so that they know what to expect. This is a good opportunity to explain the purpose of your project

• Be encouraging to your interviewee

o Look at your interviewee and smile when they are talking

o Be familiar with your questions so that you can pay attention to your interviewee and not the paper in your hand

• Really listen to what your interviewee is saying

o Make sure your interviewee has answered your question and that you have received the information you are looking for. If not, ask the interviewee to elaborate

o Pay attention for something that you find interesting so that you can ask a

follow-­‐up question. (Write it down if you need to so that you don’t forget to ask it!)

o Don’t be afraid to ask questions that you might not have written down. What your interviewee says might lead you somewhere unexpected

• Wait for at least 3-­‐5 seconds after you think your interviewee is done speaking to ask your next question. They might have more to say

• Thank your interviewee for their time. Be sure to ask permission to contact them again if you need to clarify any information.