



Interview

DIRECTIONS: You need to construct at least SIX probing questions that you will pose to the person you are interviewing. This person can be your mentor/advisor, or he/she can be an individual working in your field of research. Be sure that you choose to interview someone who is related to or who can contribute to your topic so that the interview CAN be used in your research paper as a human resource reference. Begin by contacting the person and scheduling an appointment with him/her so that you can conduct the interview at a convenient time and not as he/she is walking out the door. You want to be comfortable; you want him/her to be comfortable, and you want to take your time. Try to get all of the questions answered in one sitting. You should plan well in advance of the due date, as it takes time to schedule the interview, conduct it, and transcribe it.

INTERVIEW QUESTIONS: **You must share your questions with me before conducting the interview.** If you are having difficulty coming up with questions to ask, I will help you.

LISTENING AND RECORDING: **A good interview starts with a good listener.** LET THE PERSON BEING INTERVIEWED TALK!! Do not interrupt someone while he/she is answering a question. Instead, record the interview and take notes, and then build on his/her answer with the questions you have formulated while he/she is talking to you. These building questions are often the most powerful and critical questions. They show the person being interviewed that you are being a good listener.

OPEN ENDED: Do not ask questions that can be answered with a yes or a no unless you want to have a useless interview. The object of the assignment is to acquire some vital information that you could use when writing your research paper. As well, your final paper needs to reflect a variety of sources, and human resources are a fantastic way to go beyond looking in books or on websites.

THOUGHTFUL QUESTIONS: Make certain that your questions are not illogical or OBVIOUS. For example, if you go to interview the head of NHS, do not ask the question, “So what exactly is NHS?” Questions such as this prove that you did not even bother to research any background on the group so that you could prepare for the interview. If you have the opportunity to have the head of a company, a doctor, a politician, or any other person vital to your research in front of you, take advantage of their knowledge. Don’t waste their time asking them obvious questions that you could look up the answer to on-line. **USE THE RESEARCH YOU HAVE DONE FOR THE PAST EIGHT WEEKS TO FORMULATE THOUGHTFUL, INTELLIGENT QUESTIONS.**

TRANSCRIBING: Interviews need to be transcribed. If the interview is recorded, listen to it and type everything as you hear it. If you don’t have a recording device available, take LOTS of notes and then write the interview IMMEDIATELY. For how to type a transcribed interviews see <http://www.unt.edu/wmoen/dissertation/AppendixC.pdf>.

FINAL INTERVIEW FORMAT:

- Be sure to put a header on the paper with your name, etc.
- Transcribe the interview as discussed above.
- At the end of the interview, type a short paragraph discussing your opinion on 1. How the interview went—2. What you would change for your next interview—3. What was easy/difficult about the interview and/or preparation process?