

INTERVIEW PREP & CONDUCT



STEP 1: SCHEDULING THE INTERVIEW

- Name of Interviewee: _____
- When and where will the interview take place?
 - Date: _____ Time: _____
 - Location: _____



STEP 2: CONSENT

- Have you explained the interview purpose clearly? ☐ Yes ☐ No
- Have you asked for permission to record audio and video? ☐ Yes ☐ No
- Have you received written consent? ☐ Yes ☐ No



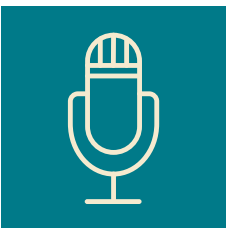
STEP 3: SETTING UP EQUIPMENT

- What device(s) will you use to record? _____
- Is Microsoft Teams installed and tested on your device? ☐ Yes ☐ No
- Have you practiced recording and transcribing with Teams? ☐ Yes ☐ No
- Do you have a backup recording device? ☐ Yes ☐ No



STEP 4: BEFORE THE INTERVIEW

- Have you reviewed and prepared your interview questions? ☐ Yes ☐ No
- Have you chosen a quiet, respectful setting? ☐ Yes ☐ No
- Have you checked your device is fully charged? ☐ Yes ☐ No



STEP 5: CONDUCTING THE INTERVIEW

- Have you reminded the interviewee that they can decline any question or stop the interview at any time? ☐ Yes ☐ No
- Have you checked in with the interviewee regularly to make sure they are comfortable? ☐ Yes ☐ No
- Did you listen carefully and show respect throughout? ☐ Yes ☐ No



STEP 6: AFTER THE INTERVIEW

- Have you saved and backed up the recording files? ☐ Yes ☐ No
- Have you reviewed the transcription for accuracy? ☐ Yes ☐ No

NOTES: _____
