Interviewing Tips/Worksheet

- 1. **Do your homework:** learn as much as you can about your interviewee.
- 2. *Think about* what you hope to get from the interview.
- 3. *Create open-ended questions* to encourage conversation and not encourage a simple yes-or-no answer. For example:
 - Tell me about...
 - What do you think about...
 - How did you...
 - How can we...
 - What is it like to...
- 4. **Stay away from leading questions** that are looking for a particular answer. For example, "Why did you make this mess?" "Do you get along with your parents?"
- 5. *Use exploratory questions* when your interviewee gives you an interesting idea or bit of information you didn't expect. "Why do you say that?" "What else happened?" "How did you learn about that?"

Planning an Interview worksheet	
Interviewee:	Purpose of the interview:
Information I already know about the interviewee:	
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Possible Questions: (are open-ended, build on background information, draw out interesting information)	
information)	