**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…

1. ***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?”
2. ***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:** | |
| **Possible Questions:** (are open-ended, build on background information, draw out interesting information) | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |