**Notes on Creating an Interview**

**An interview** is your chance to gather first-hand experience from a relative or friend or from an expert.

Think about what you really want to know. Use your newly gained knowledge from your RAB to create a list of specific questions or specific talking points (this is like an outline) to **guide** your talk. **Your interview must address your RQ!** You need to keep on topic! You may want to share your questions or your outline with the interview subject so he or she will be prepared.

USE YOUR RAB to create specific questions. Some of questions should indeed be shaped by your newly gained knowledge from your RAB work.

Ideas:  You may want to ask about facts or statistics or about their experience with your RQ.  Do they have any stories to relate to you? Their positive or negative experiences?  How have they been dealing with this issue?  What are their frustrations?  What do they hope will change about \_\_\_\_\_\_ (your research topic)? What solutions do they have?

Avoid using yes/no questions. You want to create open-ended follow-up questions.

Be sure to establish who your person is and why s/he is a credible source of information.

You must do the interview in person, by phone, by zoom, by email.  Record (video or audio) the interview.  Use your script to ask questions and guide the interview. **Try to get the person to open up and tell interesting perspective or stories -- so you can learn something from him or her.** Have a good conversation and learn from your interviewer. However, be careful of letting the conversation stray from the topic; remember you are the guide; you are in control.

Edit the interview. You may delete parts that don’t work.

You must write **a transcript** of the questions and answers.  Submit this with your audio or video.