

Activity 3.3: Interview Role Play

Materials Needed

Butcher Paper
 Markers
 Pen
 Paper
 Interview Guide
 Recording device and extra batteries

Key Terms

Interview Questions
 Interview Guide

Intended Participants

Members and Staff of your Organization

Time Needed

1 Hour and 15 Minutes

Purpose of Activity

This activity will prepare participants to conduct interviews. Participants will become more familiar with the interview guide by practicing it with each other. This will also enable you to test out and adjust the interview guide if necessary.

By the end of Activity Participants Will

- Practice how to conduct an interview
- Review tips and questions for interviews
- Get familiar with and troubleshoot the interview guide for your project

Before this Activity Participants Will Need to

Have created interview questions and a draft interview guide for your project
 Understand how interviews fit into your overall research project

Part I: Review interview tips (20 minutes)

Facilitator Instructions

1. Before the meeting, prepare butcher paper with a column of dos and don'ts
2. Introduce goal: to troubleshoot a few "what if" scenarios related to the interviews. Go through each scenario and record dos and don'ts that the group comes up with on butcher paper. Go over the scenarios below and any others that are particular to your interview:
 - a. What if the interviewee doesn't want to respond to a question
 - b. What to do with the "I don't know" response
 - c. How to deal with sensitive or personal information
 - d. How to probe for additional information
 - e. Debrief

Part II: Interview Role Play (50 minutes)

Facilitator Instructions

1. Give each participant a copy of the interview guide that you have created. Describe the goals of the activity (to practice interviewing skills), and address any questions that come up.
2. Teach participants how to use tape recorders or whatever technology you plan to use to record the interviews.
3. Split the group up into pairs and instruct them to interview each other. Give each person 10-15 minutes to interview each other, then switch. Encourage participants to write down any questions that come up during the interview process.
4. Bring the group back together and ask about issues that came up during the role play. Are there any questions that were troublesome? Do any questions need to be changed? Are there any other issues that came up? Record responses on butcher paper.