



Tool 3.27: Tips for Conducting Interviews

Why is this tool useful?

This tool outlines a checklist of materials and some useful tips for conducting interviews. It is important to familiarize yourself with the Interview Guide (See Tool [3.5](#)) prior to conducting the interview to understand what you are trying to get out of the questions. Even if you record the interview and transcribe it after, we recommend also taking notes to keep track of key themes and quotes that stand out to you. These notes can be used later when analyzing your data.

Materials Check List:

- A notepad and pens or laptop for note-taking
- Interview Guide (See Tool [3.5](#))
- Informed consent form (See Tool [3.6](#))
- Demographic Questionnaire

Recording equipment:

- Digital recorder (test beforehand to make sure it works)
- Charging wire

Before the Interview:

- Test the recording equipment. Be comfortable and familiar with equipment;
- Make sure you have the interview guide and informed consent form ready;
- Make sure you are in a quiet and comfortable space for the interviewee.

During the Interview

- Be sure to use clarification or probing questions where appropriate (See Tool [3.4](#)). Examples of clarification questions include:
 - What do you mean by____?
 - Can you be more specific about____?
 - When you said____, what does that look like? Can you give me some examples?

After the Interview

- If recording, immediately after the interview, make sure the recording has worked. Press Save if your recorder requires that;
- Type up any notes taken;
- Store informed consent form in a folder marked "Informed Consent Forms."