CHECKLIST FOR INTERVIEWS

• Prepare interview questions – prompts/open questions

• Make an appointment

• Phone Day before (prompt) – explain what will be doing at the interview and what will happen afterwards

• Look at suggested tips of how to guide interview beforehand

• Have introductory letter when you arrive

• Explain consent form/ permissions before starting

• Give a time limit; and have couple of hours allocated

• Remember aims and objectives for interview and explain what will be covered

• Test for levels on recording equipment at start of interview

• Begin with date/ time/ and name(s)

• Focus on topics to be covered

• Tangents – reminder of other archive material

• At end, give thank you and explain next steps.