

BASIC POINTS FOR AN INTERVIEW

1. Introduce yourself, the organization you are coming from, the project (topic) and the reasons why you are need to do the interview.
2. Be punctual: try to be earlier.
3. Inform the person you will interview about the instruments you will use e.g. video tape, audio tape or any other instruments. If needs be ask permission to use those instruments.
4. Ask your informants if he/she would like to be identified in the interview or be unknown i.e. use pseudonyms or nickname.
5. Avoid interrupting your informant while he/she is still answering the question you have asked.
6. Do not show you political affiliation.
7. Be a good listener and don't involve your emotions.
8. The informant has a right not to answer your question and he also has the right to ask you questions.
9. Remember to switch off your cell phone because they disrupt the informant and can be irritating.
10. Start by a live interview and will gain the trust of your informant.
11. Do not prepare the questions for the interview. Use probing to ask mere questions.
12. Do not ask close ended questions because might get close answers e.g. Q. Did you do it? A. Yes or No.
13. While you tape take notes as a backup incase a technical error happens to your tape. Taking notes will help to include the silent language e.g. gesture, facial expressions, emotions, etc.
14. When going to conduct an interview dress properly and accordingly.
15. It is important to know the culture of the person you are interviewing.
16. If you are offered food try to eat as that will show respect.
17. Show humility to your informant and don't be arrogant.
18. Allow your informant to express himself/herself in the language he/she will be comfortable in.
19. If your informant uses the language you don't know ask someone who knows the language to interpret for you.