



# Interviewing Tips

## PREPARING FOR THE INTERVIEW

1. Have interview subject sign a subject release form
2. Be on time (arrive early to set up)
3. Be prepared - but be flexible
4. Do your homework - know about the interview subject
5. Scout or be familiar with the location before the interview, if possible
6. Stay awake, be alert
7. Dress appropriately
8. Ask the interview subject to wear non-distracting attire (for example, don't wear red, stripes, or patterns)
9. Conduct thorough and accurate research on your topic so you can create informed questions and have a meaningful dialogue with your interview subject
10. Test the placement of the camera/microphone for best sound quality. Find a quiet place without conflicting sounds/noise

## HOW TO CONDUCT A GOOD INTERVIEW

1. Prepare clear and concise interview questions; phrase questions for a thorough response
2. Avoid yes or no questions by asking open-ended questions
3. Take an index card or paper with questions and key words written down
4. Prepare the interview subject by telling him or her that you're going to ask a lot of questions, and that it's possible to edit so they do not need to worry about answering questions perfectly
5. If you are not planning to hear your question in the final movie, ask the person to rephrase the question before responding
6. Engage in active listening, nod your head in response to questions and maintain eye contact with your interview subject
7. Avoid speaking over what the interview subject is saying and verbally responding to questions
8. When posing follow-up or clarifying questions, wait until the interview subject is done talking, then ask the question
9. If background noise or technical glitches come up during the interview, do not hesitate to re-ask a question

## INTERVIEWING TECHNIQUES

Phrase your questions in ways that you will get a full response rather than "yes" or "no" such as:

1. Tell me about...
2. How do you feel about...
3. Could you tell me what it was like...
4. Could you describe...
5. Include the five "W's" and an "H" (who, what, why, where, when, and how)
6. Begin the interview with factual questions and keep the more personal or emotionally loaded material for later when the interview subject has become more comfortable with the situation
7. End the interview with an open-ended question such as, "Is there anything you want to say, anything we forgot to cover...?"
8. At the end of the interview, thank your interview subject for his or her time and participation