

# Interview Guide

Use this guide to help prepare for your classroom visitor

## DO's

- Prepare questions in advance
- Ask questions that are directly related to what you are studying
- Pay attention to what is said during the interview and any follow up responses.
- Learn as much as you can about the person prior to the interview
- Always ask permission to use recording equipment

## Don'ts

- Don't stick to your prepared questions rigidly, If an interesting subject comes up that relates to your research, feel free to ask additional questions
- Don't allow the person you are interviewing to continually get off topic. If the conversation drifts, ask follow up questions that will re-direct the conversation.
- Don't ask biased or confusing questions (see examples below)

## Biased Questions

Biased questions assume your person believes something is right or wrong.

Biased Question: Don't you agree that campus parking is a problem

Revised Question: Do you agree or disagree that campus parking is a problem

## Confusing Question

Confusing questions are wordy and non-specific. Confusing questions lead to unreliable answers.

Confusing Question: What do you think about parking? (This is confusing because it is not specific and will not receive a clear answer)

Revised Question: What is your opinion of the parking situation on campus?