

# Interview guide

*Note.* 'II' = 'individual interview'. 'GI' = 'group interview', including dyadic interviews.

## **Equipment and resource checklist**

- Olympus DS-9000 digital audio recording device, >50% charge
- Analogue watch set to correct UK time
- 'Only disturb if important' laminated door signs, plus adhesive (sellotape/Blu Tack)
- Bottle of mineral water
- Box of tissues/hygienic wipes
- Copy (handwritten or printed) of prepared questions and theoretical notes
- Two pens (plus spare cartridges) and paper/Post-it notes for optional note taking
- II: consent form, if signed one not returned
- GI: pupil info. sheets/assent forms, or consent forms, if signed ones not returned
- Interviewee feedback form(s) plus pens for learner use

## **Arrangements**

- Contact colleagues if needed e.g. if student interview is scheduled during study time
- Contact reception with name and expected arrival time of alumna/alumnus/parent
- Check with site team for planned works, tests, fire drills, etc.
- Check school diary and message board for similar information
- Book venue if needed
- Carry out health and safety checks e.g. check that protruding cables are covered
- Close windows if there is likely to be extraneous noise
- Confirm/negotiate timings and expected finish time

## **Interviewee arrival**

- If interviewee is an alumna/alumnus/parent, make sure that she/he signs in at reception
- Meet and greet, then escort to venue. Or arrange for escort to venue
- If required, officially register interviewee(s)
- Ask for signed consent form (if not yet received)
- Affix 'Only disturb if important' notices to doors

## **Preamble**

- Welcome interviewee(s) and thank them for taking part
- Explain the point of the research. Use info. sheet as prompt with 11–14 year olds
- Stress that participation is voluntary. They can stop at any time for any/no reason
- Clarify confidentiality arrangements. Say who will have access to the recording/transcript
- Say that confidentiality will only be broken if there is an overriding reason
- GI: stress that they must respect each other's privacy, but privacy is not guaranteed
- Confirm that interviewees may be quoted in reports
- Discuss pseudonymity arrangements. Ask for preferred pseudonym ('fake name')
- Mention the risk of identification by acquaintances
- Clarify that there are no right or wrong answers
- Also, say that it is fine not to answer a question
- Emphasise that speech should be normal and audible. Don't be formal!
- Say that I might occasionally write aide-mémoires in the interview
- Ask whether there are any questions/concerns
- Confirm willingness to take part and be audio recorded

## **Opening the interview**

- Switch digital device to recording mode
- II: thank interviewee for taking part, using real forename
- GI: thank participants. Ask each to say their real name and a line about their project
- Ask a straightforward question e.g. 'What was your project on?'

## **Closing the interview**

- About 5 minutes before the end, indicate that 'this is the last question'
- Ask if there is anything they wish to add or ask
- Thank participants for taking part and for their contribution

## **Post-amble**

- Explain the purpose of feedback form. Ask for it to be completed and returned
- Say that the research findings will be emailed to them
- II: Say that pseudonymised transcript will be emailed to her/him for review
- GI: reiterate the need for due privacy and sensitivity
- GI: say what privacy means: 'Chatham House rules' (Alderson & Morrow, 2011, p. 35)
- Ask whether there are questions/concerns; explain what they can do if any arise
- Express thanks once again. Escort to reception where appropriate