**Interview Checklist**

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| **Activity** | **Completed?** |
| Specify research objectives of the research project (to provide direction/focus for the interview) | Yes | No  | N/A  |
| Construct draft interview schedule | Yes | No  | N/A  |
| Pilot/amend draft interview schedule | Yes | No  | N/A  |
| Identify sampling frame  | Yes | No  | N/A  |
| Select sample  | Yes | No  | N/A  |
| Select interview type: unstructured, semi-structured, structured | Yes | No  | N/A  |
| Select interview format: phone, Skype, face-to-face | Yes | No  | N/A  |
| Contact sample by email/letter (specifying purpose of the research, any benefits to individuals/organisation, promise of confidentiality, data/time of interview | Yes | No  | N/A  |
| Book room (for face-to-face interviews) | Yes | No  | N/A  |
| Book interview time/date (for telephone/Skype interviews) | Yes | No  | N/A  |
| Check that digital recorder works | Yes | No  | N/A  |
| Write and pilot participant agreement form | Yes | No  | N/A  |