**Interview Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |