

# Interview checklist

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

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