

From Chapter 4:

INTERVIEW PLANNING CHECKLIST



Use this checklist for developing your interview plan. Spelling out these details will help ensure that your interviews are conducted in a systematic way so that you get convincing, practical, and useful results.

- Who to interview.* Decide which stakeholder groups should be included, how many people you'll interview from each group, and how you'll select prospective interview participants.
- Participant recruitment and logistics.*
 - Strategies for recruiting interview participants.* What you will do to reach out to and follow up with prospective interview participants to maximize response.
 - Interview format and location.* Interview format (phone, in person, or video; individual or group interviews), how much time will be required for each interview, and locations for in-person interviews (if applicable).
 - Interview timing.* When the interviews will be done
 - Interviewers.* How many people and who will conduct the interviews.
 - Techniques for capturing interview data.* Whether you record and transcribe the conversations, use a skilled note-taker, or both.
- Procedures for protecting participants.* How you will ensure informed consent and protect participants' privacy.
- Interview discussion guide.* Prepare your script for guiding the conversation, from establishing rapport, to asking questions, to wrapping up.

Download an electronic version of this handout at <https://practicalmapping.com>