Checklist ☑

*Social Research Methods*, Sixth Canadian Edition

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Chapter 11: Interviewing in Qualitative Research

**Issues to consider in qualitative interviewing:**

* Have you thought about how you will present yourself in the interview, such as how you will dress?
* Do you have a clear and comprehensive way of introducing the research to your interviewees and acquiring their informed consent to participate?
* Does the interview guide clearly relate to the research questions?
* Has a pilot test been done with some appropriate respondents?
* Have the interviewers been fully trained?
* Does the interview guide contain a good mixture of question types (e.g., probing, specifying, and direct questions)?
* Do the interviews allow novel or unexpected themes and issues to arise?
* Is the language in the questions free of jargon?
* Are the questions relevant to the people being interviewed?
* Have the questions been designed to elicit in-depth responses so that interviewees are not tempted to answer simply “yes” or “no”?
* Do the questions offer a real prospect of seeing the world from the interviewees’ point of view rather than imposing a frame of reference on them?
* Has the setting in which the interviews will take place been checked out? Has the recording equipment been put through a dry run? Have all aids to be used (e.g., visual aids, film clips, case studies) been pre-tested?
* Is there a plan in place if the interviewee does not turn up for the interview?

***For a focus group:***

* Have you planned what you will do if not all participants turn up for the session?
* Have the questions been designed to encourage group interaction and discussion?
* Is there a strategy for dealing with silences and for participants who are reluctant to speak?
* Is there a strategy for dealing with participants who speak too much and “hog” the discussion?
* Is there a strategy to follow if the discussion goes off on a tangent?