

Name:

Date:

Hour/Class:

## Interviewing Tips for The Legacy Project Survey

- Before giving the survey, read the whole survey to yourself at least once so you understand what you will be asking. (This way, you can spend more time listening to the answer instead of thinking about the next question).
- Try interviewing a friend or classmate so that you feel comfortable administering the test before you meet with your "Super Senior."
- Find a room with a table that is quiet.
- Make sure you have all the items you need (survey, tests, pencil or pen, and watch).
- While giving the survey, have a relaxed and friendly manner. You will help the person you are interviewing feel comfortable this way.
- Use an understanding, non-judgmental manner and tone while the person is giving his/her answers.
- Make sure you are sitting close to the person. Speak loudly and clearly (some people may be hard of hearing).
- Speak slowly in a natural tone of voice, as you would in normal conversation.
- Read each question in the same order and exactly as written. (This will make asking the questions consistent and be easier to compare results).
- After you read each question, look at the person you are interviewing while he/she is giving the answer. Eye contact is best whenever you can do so; don't look down at the survey the whole time.
- Don't try to interpret or explain the questions.
- If the person you are interviewing doesn't seem to understand a question, repeat the question if necessary.
- If he/she asks for more clarification on a question, you may say something like "Whatever it means to you" or "Whatever you think it means."
- Be neutral so you don't influence the participant's answers.
- Record each answer as appropriate.
- There are two main types of questions, close-ended and open-ended:
  - With close-ended questions, circle the answer he/she gives to the question.
  - With open-ended questions, write down the answer as best as you can (word-by-word if possible).
- If the person you are interviewing goes off topic, you may politely say, "That's very interesting. Let me make a note of this," and record the thought on the back of your sheet. Suggest that you would like to hear more when you've completed the survey.
- After giving the whole survey (which includes the Survey, Trails Test and Finger Tapping Test), thank the person you are interviewing for his/her time.
- Make sure your name is on the form and give the results to your teacher.