



OBSERVATION OF INTERVIEWING TECHNIQUE



ID NUMBER:

FORM CODE:

O I T

DATE: 5/3/2016
Version 1.0

ADMINISTRATIVE INFORMATION

0a. Completion Date: / /
Month Day Year

0b. Supervisor ID:

0c. Interviewer ID:

Proficiency in Interview technique

	Yes	No	Comments
1. Introduces her/himself at beginning of the interview.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
2. Thanks participant at the end of the interview.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
3. Explains purpose of interview when appropriate, e.g., reads introductions or transition statements when included on form.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
4. States questions exactly as written, stressing time frame and key elements.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
5. Demonstrates familiarity with content, flow, definitions, and skip patterns.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
6. Uses standardized tone of voice with supportive, non-judgmental statements.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
7. Paces interview in response to participant's level of comprehension/comfort.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
8. Trains participant in response patterns when appropriate.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
9. Refrains from probing except to clarify ambiguous, unclear, or inconsistent responses.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
10. Uses standardized definitions when asked for clarification.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
11. Repeats questions stressing portions of question which were misunderstood.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
12. Interviewer demonstrates knowledge of participant's tracing information.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
13. Selects appropriate type of probe.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
14. Accurately records participant's responses.	<input type="checkbox"/> Y	<input type="checkbox"/> N	_____
15. Comments:			_____
