

## **Tips for interviewing**

### Before the interview

- Choose a focus for the interview. What's the story?
- Choose the interviewee carefully; research her or him
- Prepare yourself; write several questions
- Prepare the interviewee – explain what the interview is for.
- Check location: think about the visual and audio backdrop
- Assess risks, to yourself and the interviewee

### During the interview

- Have an outline in your head or on paper.
- Put questions clearly, concisely and pertinently.
- Check for jargon
- Listen to the interviewee and react
- Don't record too much
- Don't ask double questions
- Ask the guest if there's anything to add

### After the interview

- Check the recording before the guest leaves
- Label the tape clearly
- Log it as soon as possible
- Keep your notes SAFE