

Beyond Consultation Interview Guide

Before the interview

- Make sure you have:
 - The interview template and interviewing pack
 - A pen and notepad
 - The audio recorder and that the batteries are good.
- Find somewhere quiet and comfortable where you can carry out the interview
- Check the audio recorder is working

During the Interview

- Introduce the project and the reason for the interview using the information on the interview template.
- Make sure that the interviewee understands and is happy to be interviewed and to be recorded
- Only switch on the recorder when you have confirmed they are happy to be recorded.
- Work your way through the questions.
- Use prompts as needed.
- Give people plenty of time to answer.

At the end of the interview

- Thank them.
- Confirm with them that they are happy for us to use the information in the interview (anonymously and not linking it to them). **Do this while you are still recording.**
- Tell the interviewer what will happen next. Use the information on the interview script for this.
- Give them an information sheet about Beyond Consultation.
- Ask them if they would like to be involved in further events of the project. As outlined in the interview script.
- Ask them if they would like to sign up to our texting list so they can help the project by answering more questions (point out the information about this on contacts form).
- If they do want to be involved or be on the texting list then ask them to fill in their details on the contacts form.

After the interview

It is best to write down as much as you can remember from the interview straight away afterwards – it is not always easy to catch everything at the time during the interview (we will have the audio recording as well but it is good not to rely on this).

It is important that you note down the following details at the end of every interview. There is a form in the pack where you can add these details.