

Checklist for Interviewing

1. Framing the Event

- √ Did I ask myself before I began, “What is my purpose”?
- √ Did I help the family become familiar with the surroundings of the interview, if it was not held in their home?
- √ Did I tell the family my name and what my job is – in non-technical words?
- √ Did I tell the family the purpose of our talk and, to the best of my knowledge, what may happen afterward?
- √ Did I give the family a chance to ask me questions about this talk?

2. Using Clear Language

- √ Did I try to establish a common vocabulary for the things we talk about?
- √ Did I use easy to understand words, taking into account the family member’s age, functional level and method of communication?
- √ Did I explain any legal words and phrases in terms the family could understand?
- √ Did I check that the family understands the concept represented by the words he/she used?

3. Asking the Questions

- √ Did I keep my questions and sentence simple? Did I try for one main (new) thought at a time?
- √ When I shifted topics and when I moved from the present to the past, did I alert the family that I was doing so?
- √ Did I allow the family to organize his or her story in the way most meaningful to him/her?
- √ Did I give the family everyday, concrete examples to demonstrate what I meant?

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4. Listening to the Answers

- √ Was I listening to the kind of words and sentences that they used?
- √ Did the family's responses answer my questions?
- √ Did I frame my questions in terms of the family's experience?
- √ If the family's answers were inconsistent or unclear, did I ask myself if:
 - I had changed the wording of a question I had asked before?
 - The family member's processing of language might be different than mine?
- √ Did I clarify the family's understanding of language/terms?

(Graffam Walker, 2007)