

Conducting a semi-structured interview
Lesson 3 Cleaning up notes and on the spot auto-evaluation
Model Answer Forum

REMINDER OF THE INSTRUCTIONS

Drawing from the lessons, "Opening the interview" and "The heart of the interview", suggest an interview auto-evaluation grid that can be used "on the spot" by the interviewer immediately after the close of each interview. This grid should allow the interviewer to identify errors committed during or at the end of the interview.

MODEL ANSWER

Observation and auto-evaluation of semi-structured interview guide

(To be used after each interview to evaluate the situation and progress)

Presentation	Greetings, Introduce yourself (and the group) Identification of the person interviewed
Explain why you are there	Depends on the survey situation
Goal of your study	
Goal of the interview with this person	Depends on the variables investigated
Quality of questions asked: traps to avoid	No closed questions No interrogative-negative questions No questions that contain a judgment of the person No questions that oblige him or her to justify him or herself
Quality of questions asked: examples to follow	Questions that are simple, open, short, but precise Questions that ask: <ul style="list-style-type: none"> • To describe his activities, products • To explain.... his projects, difficulties, solutions • To explain....how... happens, How ...changes, What the person thinks about...

Rhythm of the interview	<p>Leave the person time to think before responding</p> <p>Do not bombard him or her with questions</p> <p>Delve deeper into topics: could you list, what do you mean by that,...</p> <p>Finish each interview topic with: have we completely covered this issue, do you have anything else to add...</p>
Cover all of the topics	
Do not return to a topic that already has been discussed thoroughly	
Close the interview	<p>Do you have anything else you wish to add? Thank you for your explanations, your information, ...If there is to be a restitution meeting:</p> <ul style="list-style-type: none"> • Invitation to the meeting, time and place • Explain the goal of the meeting • Hand over the written invitation <p>Farewells</p>