**Preparation and Observation Checklist to Improve Interviewing Skills**

| Interview Element<br>(provide examples in spaces provided—use back for more explanation using number) | Overall Use of Practice |
|---|---|
| 1. Began with friendly greeting (helpful ideas:_____) | + - |
| 2. Established self as learner (describe way(s): _____) | + - |
| 3. Used open questions (examples of closed:_____) | + - |
| 4. Avoided leading questions (example of leading:_____) | + - |
| 5. Let the informant lead (relative amount of speaking by each:_____) | + - |
| 6. Encouraged the participant to expand (examples of how:_____) | + - |
| 7. Used probes | |
| ▪ Echo (example(s)_____) | + - |
| ▪ Re-question (example(s)_____) | + - |
| ▪ Silent (example(s)_____) | + - |
| ▪ Re-cap or Repeat (example(s)_____) | + - |
| ▪ Encouragement – Verbal (example(s)_____) | + - |
| ▪ Non-verbal (example(s)_____) | + - |
| ▪ Phased Assertion (example(s)_____) | + - |
| 8. Used informants "language" (example(s)_____) | + - |
| 9. Rephrased questions (example(s)_____) | + - |
| 10. Avoided too many "Why?" questions (example(s) of "Why"? questions used_____) | + - |
| 11. Examples of types of questions used: | |
| ▪ Descriptive: Grand Tour-Typical (example(s)_____) | + - |
| ▪ Descriptive: Grand Tour-Specific (example(s)_____) | + - N/A |
| ▪ Descriptive: Grand Tour-Guided (example(s)_____) | + - N/A |
| ▪ Descriptive: Grand Tour-Task (example(s)_____) | + - N/A |
| ▪ Descriptive: Example (example(s)_____) | + - N/A |
| ▪ Descriptive: Experience (example(s)_____) | + - N/A |
| ▪ Descriptive: "Native Language" (example(s)_____) | + - N/A |
| ▪ Structural—verify terms (example(s)_____) | + - N/A |
| ▪ Contrast—contrast terms/ideas (example(s)_____) | + - N/A |