Interview Checklist II: Before the Interview

The Day before the Interview

☐ Call your survivor to confirm the date and time of your visit

The Day of the Interview

Bring:

☐ Notepaper or notebook and a pen for taking notes
☐ A binder with questions to ask your survivor. Try not to read all of your questions directly but rather to use your binder as a guide to remind yourself
☐ Optional: recording device, if you have one, or your phone. Make sure the survivor is comfortable having the interview recorded before you do so

Wear:

☐ Nice slacks or pants; a skirt. Avoid wearing jeans with holes in them. Please wear shoes that are not tennis shoes, if you have them.

Review:

☐ Questions you’d like to ask your survivor
☐ Research and maps

Meeting Your Survivor

☐ Introduce yourself. Thank your survivor for meeting with you
  ☐ Turn your cell phone to vibrate or off! You don’t want to be disturbed during the interview
  ☐ Make sure your survivor is comfortable before you begin. You may ask: where would be most comfortable for you to sit?
  ☐ Make sure your survivor has water or another beverage. You may ask: Can I get you anything before we begin?
  ☐ Smile!