



TIPS FOR A GOOD INTERVIEW

- A Do-It-Yourself Guide
- Good Questions
- Consent and Release Form

Telling Stories Through Interviews: A Do-It-Yourself Guide*

1. Choose your subject. Who do you want to interview? A chief-of-party? A mentor? A community health worker? Tell them why you think their stories are worth sharing.
2. Prepare questions. Planning ahead will help you capture good stories. See our list of suggested questions, and visit <http://storycorps.org/great-questions/> for more ideas.
3. Choose recording hardware. You can use a mobile phone, digital recorder, video camera, or laptop. For the highest audio quality, use a hand-held microphone or lapel microphones. Wear headphones, if possible, so that you can hear how your recording will sound.
4. Choose recording software. There are many free mobile apps for audio recording. Voice Record Pro allows you to record, transcribe, edit, email, export, and share files easily.
5. Choose an interview location. Seek a quiet, private place, if possible. Try to minimize background noises—fans, buzzing lights, ticking clocks, other conversations.
6. Set up and test your recording equipment. Make sure you know how to use your recording equipment. Before you start the interview, practice recording a bit of small talk. Stop and listen to what you've recorded to make sure that everything works and that the audio quality is good. Don't forget to press RECORD again when you start the interview!

* Closely adapted from the StoryCorps Do-It-Yourself Guide, available from: <http://storycorps.org/do-ityourself-guide/>

7. Obtain consent. Once you've begun recording, explain your purpose and what participation involves, what the benefits and risks are, and whom to contact with questions or concerns. Then obtain oral consent or have the participants fill out a consent form.
8. Have a conversation.
 - Establish context. Say your names, titles, and organizations; the date; and your location.
 - Avoid fillers ("um", "like") or saying "Uh-huh" in response to your subject.
 - Listen actively. Make eye contact, nod, and use body language to communicate.
 - Don't fear silence. It's ok to pause or let a salient point sink in before moving on.
 - Keep it interesting. Ask questions that feel natural. If the subject says something compelling, pursue that. If a topic isn't going anywhere, move on.
 - Invest emotionally. Don't be afraid to ask, "How does this make you feel?"
 - Have a pen and paper. Take notes to remember topics to return to later.
 - Show respect. If your subject doesn't wish to discuss something, don't force it.
 - Keep an open mind. You might be surprised at what you learn!

- Conclude. Ask your subject to share any final thoughts—this can often yield the best quotes! Express your appreciation.
9. Curate and share your content. Your interview can be a powerful storytelling tool.
- If you plan to publish the recording, free editing software (Audacity, The Levelator) can enhance sound quality.
 - Free transcription software like Express Scribe and Transcribe can help you transcribe interviews. If you have a lot of content, consider a professional transcription service.
 - Always reflect your subjects' words accurately and in context.

What Should I Ask?

Good Questions!

This list of questions is intended to help you plan your interview and does not need to be followed exactly. Choose and adapt the questions to best suit your needs and time constraints. If you develop new questions, and they work well, please share them with us**!

- How long have you worked in family planning?
- Tell me how you got into this line of work.
- Why is contraceptive access important in your community?
- What is something about family planning that you wish more people knew?
- What lessons has your work taught you?
- Do you have any favorite stories from your work life—perhaps an experience that made you fully understand why your work was so critical?
- What is your greatest accomplishment?
- Describe one of your greatest challenges?
- Who or what inspires you?
- Do you have any regrets?

** How did your interview go? Which questions worked well? Which didn't? Please contact us at fpvoices@k4health.org with feedback.

- What advice would you give to someone just starting out in this field?
- What are some of the most important lessons you've learned from your work?
- How would you like your project or organization to be remembered?
- Where do you think this field will be in 10 years? 20 years?
- Who else do you suggest I speak with?
- Do you have any final thoughts you wish to share?

Photo & Interview Subject Consent and Release Form

The MY HERO Project

I understand that The MY HERO Project will use my image, interview, and related media content in an appropriate, fair, and respectful manner. I confirm that this multimedia content was created with my knowledge and consent. I understand that I will not receive compensation at this time or anytime in the future for use of this content.

(Print Name of Person in Photo, Audio, or Video)

(Signature)

(Date)