

CHECKLIST FOR QUALITATIVE INTERVIEW TRANSCRIPT

Interviewer's name:

Transcript/interviewee ID code:

ITEM	QUALITY RATING					NOTES AND REFLECTIONS FOR IMPROVEMENT
	VERY GOOD	GOOD	FAIR	POOR	VERY POOR	
1. Is the transcript dominated by words of the interviewee ? (Is there considerably more dialogue from interviewee compared to interviewer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is there evidence of rapport building ? (usually at beginning of the interview)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do the interviewee's responses appear authentic ? (do they seem relaxed and comfortable with the interview process?) <i>-Note- This is often more evident in video or audio recording.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are the questions asked by the interviewer clear and singular (not ambiguous or double-barreled) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are the interviewer's questions dominated by open-ended questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are closed-ended questions kept to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the interviewer use probes and prompts throughout the interview to gain more depth of response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do the interviewees responses provide a depth of experience ? - i.e. as a reader can you get a clear picture of the what, when, how and who of what their experience (including context, thoughts and experience).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are leading, loaded or biased questions avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Does the interviewer refrain from judgement (both positive and negative) through the interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Activity Reflection



PLANNED ACTIONS TO IMPROVE YOUR INTERVIEWING

REFLECTIONS ON ACTIONS

(this can be completed later)

1.

2.

3.