How to ask questions?

You finally have an interview set up. You have a meeting set up with your interviewee. You look presentable/professional. You have your equipment/tools ready. You have a general idea of what the interview will consist of. But, how do you actually go about the interview?

- If you are recording, make sure the device is in plain sight

- If you are recording, test out the sound first.

- Be clear with your intentions with the interview.

- Breathe! If you are calm and confident this can help to make your interviewee feel more at ease and think that you know what you are doing.

- Have an idea of topics and general questions that you will follow so that you don't end up silent due to a lack of questions. Make note of potential followup questions as your narrator talks.

- Start up the interview with easy and basic questions to ease into the interview and make your interviewee comfortable. Then when you and your interviewee are more relaxed, ask a question that would allow them to answer with a long reply.

- The long replies usually come from questions that aren't a yes or no question.

- Keep questions short and not multi-part.

- One question at a time!

- Don't be afraid of narrator silence! Don't feel like you have to fill it.

- Pay attention to your body language and your replies. Be encouraging, but do not talk over the interviewee

- If there is a term or something you don't understand, ask them to clarify. This is the time to ask and find out

- If there is something that you want to know and the interviewee isn't understanding? try rephrasing the question.

- Be flexible if the interviewee talks about things that you weren't expecting or not needed. This may be information that could be useful, interesting, or just nice to let the interviewee talk. Though, keep it within reason!

- Be yourself!

Signs that the interview is over

Be aware of the interviewee. If they start fidgeting, yawning, giving short answers, or need a break it might be time to end the interview and/or reschedule for a later time.