FOLLOW-UP INTERVIEWER RECERTIFICATION

ADMINISTRATIVE INFORMATION

0a. Completion Date: __/__/__ 0b. Reviewer ID: __ __ __
Month Day Year

0c. Interviewer ID: __ __ __ 0d. Interview Type: 

AFU 
SAF 
sAFU General Interview 

Proficiency in Interview technique

Yes No Comments

1. Introduces her/himself at the beginning of the interview. 

2. Thanks participant at the end of the interview. 

3. Explains purpose of interview when appropriate, e.g., reads introductions or transition statements when included on form. 

4. States questions exactly as written, stressing time frame and key elements. 

5. Demonstrates familiarity with content, flow, definitions, and skip patterns. 

6. Uses standardized tone of voice with supportive, non-judgmental statements. 

7. Paces interview in response to participant’s level of comprehension/comfort. 

8. Trains participant in response patterns when appropriate. 

9. Refrains from probing except to clarify ambiguous, unclear, or inconsistent responses. 

10. Uses standardized definitions when asked for clarification. 

11. Repeats questions stressing portions of question which were misunderstood. 

12. Interviewer demonstrates knowledge of participant’s tracing information. 

13. Selects appropriate type of probe. 


15. Comments: ____________________________________________________________
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Checklist for Interviewing Techniques