



CHECKLIST FOR OBSERVATION OF INTERVIEWING TECHNIQUES

ID NUMBER: [][][][][][][][][]

FORM CODE: [O] [I] [T]

DATE: 09/22/2011
Version 1.0

ADMINISTRATIVE INFORMATION

0a. Completion Date: [][]/[][]/[][][][]
Month Day Year

0b. Supervisor ID: [][][]

0c. Tech. ID: [][][]

0d. Type of Interview Observed:

AFU/Recruitment	<input type="checkbox"/>
Exam 5	<input type="checkbox"/>

Proficiency in Interview technique

	Yes	No	Comments
1. Introduces her/himself at beginning of the interview; thanks participant at the end.	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Explains purpose of interview when appropriate, e.g., reads introductions or transition statements when included on form.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Reads questions exactly as written, stressing time frame and key elements.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Demonstrates familiarity with content, flow, definitions, and skip patterns.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Uses standardized tone of voice with supportive, non-judgmental statements.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Paces interview in response to participant's level of comprehension/comfort.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Trains participant in response patterns when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Refrains from probing except to clarify ambiguous, unclear, untrue, or inconsistent responses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Uses standardized definitions when asked for clarification.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Repeats questions stressing portions of question which were misunderstood.	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Selects appropriate type of probe.	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Accurately records participant's responses.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments: _____

