



INSTRUCTIONS FOR THE CHECKLIST FOR OBSERVATION OF INTERVIEWING TECHNIQUE (OIT) Version 1.0

I. General Instructions

The Checklist for Observation of Interviewing Technique should be completed by the person supervising the interviewer.

Administrative Information

- 0a. Enter the date the checklist for observation of interviewing technique is completed.
- 0b. Enter the staff code of the person supervising the interview.
- 0c. Enter the staff code of the person conducting the interview.

Proficiency in Interview Technique

- 1. Indicate whether the interviewer introduces her/himself at the beginning of the interview and provide any comments.
- 2. Indicate whether the interviewer thanks the participant at the end of the interview and provide any comments.
- 3. Indicate whether the interviewer explains the purpose of the interview when appropriate, e.g. reads introductions or transition statements when included on the form, and provide any comments.
- 4. Indicate whether the interviewer states the questions exactly as written, stressing the time frame and key elements and provide any comments.
- 5. Indicate whether the interviewer demonstrates familiarity with the content, flow, definitions, and skip patterns on the form and provide any comments.
- 6. Indicate whether the interviewer uses a standardized tone of voice with supportive, non-judgmental statements and provide any comments.
- 7. Indicate whether the interviewer paces the interview in response to the participant's level of comprehension or comfort and provide any comments.
- 8. Indicate whether the interviewer trains the participant in response patterns when appropriate and provide any comments.
- 9. Indicate whether the interviewer refrains from probing except to clarify ambiguous, unclear, or inconsistent responses and provide any comments.
- 10. Indicate whether the interviewer uses standardized definitions when asked for clarification and provide any comments.
- 11. Indicate whether the interviewer repeats questions stressing the portions of the question which were misunderstood and provide any comments.
- 12. Indicate whether the interviewer demonstrates knowledge of the participant's tracing information and provide any comments.
- 13. Indicate whether the interviewer selects the appropriate type of probe and provide any comments.

14. Indicate whether the interviewer accurately records the participant's responses and provide any comments.
15. Provide any other comments.