



OBSERVATION OF INTERVIEWING TECHNIQUE



ID NUMBER:

FORM CODE:

O I T

DATE: 5/3/2016
Version 1.0

ADMINISTRATIVE INFORMATION

0a. Completion Date: / /
Month Day Year

0b. Supervisor ID:

0c. Interviewer ID:

Proficiency in Interview technique

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



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.