**Whänau Centred Design – Interview Training**

**Organising the Interview Process – Checklist**

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| **Organising the process** |  |  |
|  | Assign one person to take overall responsibility for organising and tracking interviews | **C:\Users\jwils045\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\OO8X2E9I\tick[1].gif** |
|  | Do you have a spread sheet to keep track of the interviewee details? |  |
|  | Do you have the Transcriber’s contact details? |  |
|  | Have you set an overall date for the interviews to be completed? |  |
|  | Have you set a date to review progress with the interviewers after 3-4 interviews have been completed? (this is an opportunity to check that the questions are working, that you’re getting the depth of information needed and that there is some consistency in the way interviews are occurring) |  |
|  | Have you downloaded the Slack app – this app is where all people doing interviews will post their completed interviews that you will administer |  |
|  | Have you set up a Slack group page and invited all the people who will be conducting the interviews |  |
| **Who will we interview?** |  |  |
|  | Do you have 20-25 interviews lined up with parents of children under 5 years of age? |  |
|  | Do the parents represent a balance of experiences of parenting from ‘struggling’ to ‘thriving’? (at least 2/3 of parents should be at the ‘struggling’ end of the continuum) |  |
|  | Does the person identifying the parent have enough knowledge of the parent’s circumstances? (Interviews should not be held with people who are ‘in crisis’) |  |
|  | Has someone been assigned to contact the parents and set up the interviews? |  |
|  | Do you know how you will introduce the process to parents when setting up interviews? Is it linked to SKIP’s kaupapa? |  |
|  | Are any parents being interviewed in a language other than English? If so, do you have provision to have the interviews translated? Has the parent’s package been transcribed? |  |
|  | Are all interviews being carried out with a person with whom the child lives? (more than one person can be present in the interview, provided the interviewee is comfortable speaking in their presence) |  |
| **Who will do the interviews?** |  |  |
|  | Have you identified enough interviewers to carry out the interviews within the time frame? |  |
|  | Have all interviewers received interview training? |  |
|  | Do all interviewers have a method of audio recording that can be sent by email to a transcriber? |  |
|  | Have all interviewers received an interviewer package (including process for setting up an interview, safety protocol, information sheet for parents, consent form for parents, vouchers for parents) |  |
|  | Has it been agreed where the interviews will take place? |  |
|  | Have you organised interviewers to work in pairs where safety requires it? |  |
| **Interview Practice** |  |  |
|  | Have all interviewers practiced:   * framing up the introduction? * framing up the ‘hard’ questions? * interviewing in a language other than English, if required? * second level questions? * describing what SKIP is? |  |

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