

## **Interview Checklist II: Before the Interview**

### **The Day before the Interview**

- Call your survivor to confirm the date and time of your visit

### **The Day of the Interview**

Bring:

- Notepaper or notebook and a pen for taking notes
- A binder with questions to ask your survivor. Try not to read all of your questions directly but rather to use your binder as a guide to remind yourself
- Optional: recording device, if you have one, or your phone. Make sure the survivor is comfortable having the interview recorded before you do so

Wear:

- Nice slacks or pants; a skirt. Avoid wearing jeans with holes in them. Please wear shoes that are not tennis shoes, if you have them.

Review:

- Questions you'd like to ask your survivor
- Research and maps

### **Meeting Your Survivor**

- Introduce yourself. Thank your survivor for meeting with you
  - Turn your cell phone to vibrate or off! You don't want to be disturbed during the interview
  - Make sure your survivor is comfortable before you begin. You may ask: where would be most comfortable for you to sit?
  - Make sure your survivor has water or another beverage. You may ask: Can I get you anything before we begin?
- Smile!