

INTERVIEW GUIDE EXAMPLE

Applied Sports Projects, 2023-24

[Study Title]

DATE & TIME:

LOCATION:

INTERVIEWER:

INTERVIEWEE:

RESEARCH TEAM SAFETY CHECKER: *Before proceeding from here and commencing interview, turn on the tape recorder and test it with the interviewee*

PURPOSE: The purpose of this interview is [complete...– just the overview of the study].

[Optional] Before beginning, there are a few important pieces of information to clarify:

- Kindly reiterate, verbally, that you consent to be a participant in this project.
- We are tape recording this so that the interview can later be transcribed into text and reviewed by you and the research team.
- The research team will make every effort to anonymise everything that is said in this interview to ensure your identity is not provided (unless you want to be identified).
- You can stop the interview at any time with or without explanation. You are not compelled to answer any questions with which you don't feel comfortable.
- I would like both of us to put away or turn off our mobile phones during the interview, so we can concentrate in this moment.
- Please feel free to tell me if you need a break at any point.

QUESTIONS

[add interview questions here]

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Conclude

Summarize; check basic understanding of researcher with participant: Do you have it 'right'? Is there anything else that you would like to talk about?

Interviewer Notes:

Reflection on the interview immediately following its completion – audio-record this or write it down, and then transcribe it into the interview guide afterward.

Try to consider how the interview went. Include details about the interviewee's body language, how engaged they were, and whether they offered detailed responses to the questions — provide an honest commentary on how the interview went.

What kind of relationship do I feel developed with the participant?

How did I feel and respond to their experiences?

How did they react to my questions?

Did they appear nervous or open and at ease answering questions?

What was the interview context like, and how did it influence the conversations?

What was the quality of the interview (e.g., good, okay, poor, etc.)? And how do you know?

Did anything interfere with your ability to elicit good information?

Did the interviewee seem to find the situation awkward? If so, how did you interpret this?

How could this interview have been improved?