

Tips for 'test pilot' interview practice:

LEARNING OBJECTIVES:

The practice interview with your colleague is designed to give everybody an opportunity to 'have a go' at interviewing.

TIPS TO REMEMBER AT START OF INTERVIEW:

1. **Interviewer** – Put your interviewee at ease by asking simple questions at the beginning and more involved ones once a rapport has been established. Be an active listener with follow up questions during interview, puts interviewee at ease, notices body language and tone of voice, keep within the ten minutes.
2. **Recording & sound** - It's good practice to get in the habit of **always** conducting a sound check with the interviewee at the start. This can be a 30 second sound check to ensure that the recording equipment is working and capture their voice levels. Adjust the manual recording levels as appropriate and remember to check every so often during the interview that all is still working ok! Some interviewers even keep their headphones on to ensure the lapel mic isn't rubbing on clothing etc.
3. **Copyright & 'care'** of interviewee – welcome the interviewee at the start, settle them in and explain what's about to happen. Explain about the project (normally this will have happened in great detail prior to the interview). Explain that we ask all our interviewees to sign a copyright and permissions form so that their interview material can be used in the future by the museum. Explain that the museum will own the copyright if they sign the form but it won't be used for profit or defamation because of our ethical practice. Explain what's going to happen to their interview e.g. where it will be archived. Explain about the internet and possibility of their material being placed there and the public anywhere can listen etc. Explain that if they change their minds about talking about something they have the right to close that section of the interview to the public for a number of years (usually agreed by yourselves). Explain that the whole interview is not usually edited by oral historians but kept as it is for authenticity. However, interview clips will be edited if used to sound smooth etc. Thank your interviewee and explain that you will keep them informed about the project and send them a copy of their interview. Ask them to join the group to discuss this activity.

NB The more you get in the habit of practicing this 'routine' the easier it is to adapt it to your own style and your interview situations will flow more naturally the more you practice this.