OBSERVATION OF INTERVIEWING TECHNIQUE

ARIC   **ACHIEVE** HEALTHY AGING

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.	☐Y	☐N	_____
2. Thanks participant at the end of the interview.	☐Y	☐N	_____
3. Explains purpose of interview when appropriate, e.g., reads introductions or transition statements when included on form.	☐Y	☐N	_____
4. States questions exactly as written, stressing time frame and key elements.	☐Y	☐N	_____
5. Demonstrates familiarity with content, flow, definitions, and skip patterns.	☐Y	☐N	_____
6. Uses standardized tone of voice with supportive, non-judgmental statements.	☐Y	☐N	_____
7. Paces interview in response to participant's level of comprehension/comfort.	☐Y	☐N	_____
8. Trains participant in response patterns when appropriate.	☐Y	☐N	_____
9. Refrains from probing except to clarify ambiguous, unclear, or inconsistent responses.	☐Y	☐N	_____
10. Uses standardized definitions when asked for clarification.	☐Y	☐N	_____
11. Repeats questions stressing portions of question which were misunderstood.	☐Y	☐N	_____
12. Interviewer demonstrates knowledge of participant's tracing information.	☐Y	☐N	_____
13. Selects appropriate type of probe.	☐Y	☐N	_____
14. Accurately records participant's responses.	☐Y	☐N	_____

15. Comments: _____

_____

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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.