



How to rock your interview : The ability to conduct an interview is a skill that will get you a great story. The goal is to start a conversation, if you can get the other person to relax and just talk, you're on the right path! A real conversation is powerful; you will feel it!

1. **Punctuality:** show up at your meeting location 10 to 15 minutes in advance and schedule 15 to 30 minutes for the total duration of the interview and photo shoot.
2. **Preparation:** Make sure you have your two to three questions lined up, and an extra one in case the interviewee is not comfortable answering one of the questions. Make sure you bring a copy of the **consent form**. Protip: ask your most important/favourite question first or second to make sure you are not running out of time.
3. **If you can, record the interview:** By recording your interview with your smartphone, or see if you could borrow one; you will be able to have a conversation without interruption, focus on your interviewee and reduce the risk of misquoting them. You must first get the interviewee's agreement to be recorded.
4. **Conversation:** Introduce yourself, define your interview and briefly explain the project to your interviewee to make them feel more comfortable.
5. **Gain consent:** Go through the consent form with the interviewee and make sure they are comfortable with it. Ask them to sign it before you start the interview.
6. **Compassion:** Put yourself in the shoes of your interviewee before starting interview. Be sure you are clear on the questions you are asking (see those proposed in **guidelines**). You may want to make it more of a conversation to help the person feel comfortable (e.g. ask them follow up questions or comment encouragingly on what they say).
7. **Be sensitive:** Our questions are about positive experiences (making contributions and feeling welcome) so we hope that for most interviewees the questions won't bring up traumatic memories. But it is important to realize that the questions might lead to some emotional or painful thoughts as they think back on their lives. Watch out for signs that the person may be getting emotional: if so, don't press with your questions. You could suggest moving on to a different question or taking a short break.
8. **Listen: Stop.** Pause. Wait for an answer. The interviewee might want to say something important that you were not expecting, don't interrupt them.
9. **Ask for clarifications:** It's okay to ask your interviewee to repeat or explain a statement if you do not understand, or if they are not quite expressing what they want. Example: *Can you repeat that? Can you explain that again? Hmmm, I'm not sure I understand. Let me see if I understand. Did you mean that you felt welcome because ...* Repeat the ideas you've understood using different words.
10. **Take notes:** bring a note pad or a computer to write down the answers your interviewee will give you. Be aware of physical set *up* so that, make sure a computer screen doesn't feel like a barrier between you and the *interviewee*.
11. **Give thanks:** At the end of the interview, always say thank you. Be mindful and respectful of the interviewee's time. Acknowledge the person's contributions to Canadian society and let them know that by sharing their experiences they are helping to make Canada more welcoming to other refugees.