




SURVEY INTERVIEW

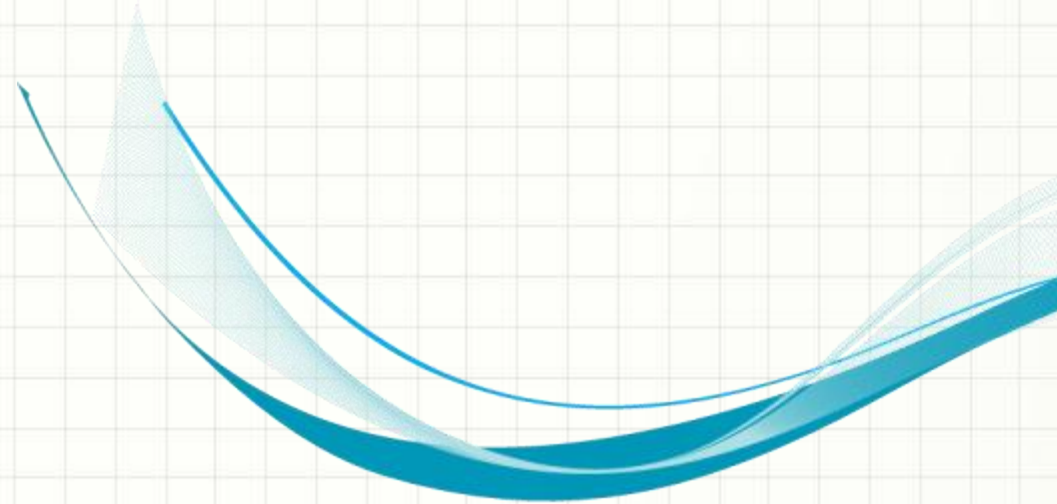
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Interviewers take the “snap shot” – quality of the results is in their hands.

- You will collect the data in a standardized form by means of a questionnaire.
- You must have the ability to stay within the bounds of the designed protocol in order to ensure accuracy of data.
 - This requires personal sensitivity and adaptability.



Preparing for the interview

The Role of the Interviewer

- Locate and enlist cooperation of respondents
- Motivate respondents to do good job
- Clarify any confusion/concerns
- Observe quality of responses
- Conduct a good interview

Interviewer's kit

- It's important that you have all of the materials you need to do a professional job.
 - Notebook
 - Maps
 - Sufficient copies of the survey instrument
 - Official identification (preferable a picture ID)
 - Cover letter from the Project
 - a phone number the respondent can call to verify the interviewer's authenticity



Conducting the Interview

Opening remarks

- Introduction
- Explaining the study/ survey

Asking the questions

- Use questionnaire carefully, but informally.
- Ask questions exactly as written.
- Follow the order given.
- Ask every question.
- Don't finish the sentence of your interviewee.

Probing

- Silent probe
- Overt encouragement
- Elaboration
 - "Would you like to elaborate on that?" or "Is there anything else you would like to add?"
- Ask for clarification
 - You might say, "A minute ago you were talking about the experience you had in the departure area. Could you tell me more about that?"
- Repetition
 - You might say "What I'm hearing you say is that you found that experience very traumatic." Then, you should pause. The respondent is likely to say something like "Well, yes, and it affected the rest of my family as well. In fact, my younger sister..."

Recording the response

- Record responses immediately
- Include all probes
- Use abbreviations where possible

Concluding the interview

- Thank the respondent.
- Don't be hasty. Allow for a few minutes of winding down conversation.
- Immediately after leaving -- write down any notes about how the interview went.



QUESTIONS?