**SS144 Introduction to Sociology**

**Unit 6 Assignment**

**Professional Interview Requirements & Protocol**

**Requirements:**

1. Interviews must be scheduled beforehand
2. Name, day, time, and location should be documented
3. Questions should be prepared beforehand
4. Notes must be taken throughout the interview

**Protocol (before the interview):**

**Plan ahead:** Start contacting potential interviewees as early as possible. To ensure success, be prepared to reach out to more individuals than you may need.

**Be transparent:** Tell your interviewees about your research topic and ask if they would be comfortable being interviewed for a class assignment. This is called receiving “informed consent” and only adults can give informed consent.

**When and where to meet:** Once someone agrees to be interviewed, you should choose a convenient, comfortable, accessible, and quiet location where you can preferably both sit.

**Prepare your questions beforehand:** Prepare and practice questions beforehand by reading them out loud so you can catch anything awkward or confusing.

**Friendly reminder:** Email or call your interviewee the day before your interview to ensure the day, time, and location is still convenient.

**Professional dress:** Dress in clean, neat clothing during an interview.

**Be punctual:** Be on time to your interview or even a few minutes early you have time to get your questions and other materials ready.

**Protocol (during the interview):**

**Ensure all interviewees comfort:** Before beginning your interview, you should let them know that they can choose to skip a question if they do not feel comfortable.

**Take notes:** Be prepared to take written notes during your interview, so you will remember what your interviewee said.

**Be respectful of their opinions:** If your interviewee says something that you do not agree with, do not respond negatively. An interview is not a debate, but an opportunity for you to learn from someone else.

**Do not lead or interrupt:** Allow your interviewee to answer questions by listening well. Do not interrupt your interviewee or lead them to answer in particular ways.

**Say thank you:** Be sure to end by thanking them for their time and their willingness to meet with you.