**Directions:** When conducting an interview to use as a valid source in your senior benchmark assessment, please make sure to follow the following guidelines:

1. You must include the interviewers name, the interviewees name, the date, the relation, the topic, and the objective, i.e.:
	* Interviewer: Seana Mekari
	* Interviewee: Diane Wieczorek
	* Date: November 3, 2013
	* Relation: Sister-in-law
	* Topic: Polish life and customs
	* Objective: To learn what Polish life and customs were prior to Nazi occupation.
2. You must create a question guide of at least 15 questions. This sheet, with answers, must be submitted as a resource in your final folder.
3. You must conclude your interview process with a reflection. This will be minimum one paragraph of the summary of your findings and your evaluation of the relevance of the interview. First person is acceptable.

**Protocols:**

1. **Be sure that research guides your questions.**  When forming your questions consider what your overarching idea is for your benchmark assessment and what question you intend to answer.
2. **Create a script for the beginning and end of your interview.**  In this script you will share with the interviewee what your purpose is, and you will go over the process of the questions as they relate to completing research for your report.
3. **Create open-ended questions**. Be sure that your questions cannot be answered with a “yes” or “no”. Be looking for more than answers, look for body language, tone, and emotional or logical response.
4. **Start with the basics.** Make sure to ask your participant about their qualifications for being interviewed. Collect important background data.
5. **Look for details.** The phrase, “tell me more about …” is a great way to mine depth.
6. **Be willing to make on-the-spot revisions to your interview.**  If you find your session going in an alternate direction, keep protocols in mind, but don’t be afraid to follow the trail.
7. **Don’t make the interview too long.**  Be concise and proactive in reaching your goals. Try to stay in the 15 question range.
8. **Thank your participant.**  Remember to demonstrate gratitude for your participant’s time and honesty. Ask if a follow up interview would be possible, once you review your transcripts - just incase you missed something in the initial process.