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**Child-friendly Accountability Toolbox – Module 12, p. 129**

**Good Practice in Interviewing**

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1. Introduce yourself.
2. State the name of the organization or project that you are working for and the objective of the interview.
3. Explain to interviewees that they do not have to take part in the survey. Explain exactly what will happen to the information that is collected and ask for their consent.
4. Ask the questions exactly as they are written.
5. Speak loudly and clearly. Ask the questions in a respectful manner.
6. Make eye contact with the interviewee (person you are interviewing). Do not stare at the questionnaire.
7. Remain neutral as the answers are given. Do not laugh, compliment, or correct a response. Do not imply that some answers are better than others.
8. Do not interrupt.
9. Listen carefully to answers.
10. Never lead a respondent to a specific response.
11. Never assume a response without asking.
12. Use people’s name and/or correct gender (he or she) when asking a question.
13. Probe for accurate answers. For example, if an answer seems inconsistent or if there is some reason to doubt an answer, a good interviewer will try to discover the truth by asking the interviewee another question.

*\* Modified from: “Participant’s Manual and Workbook” KPC Training Module 2: Training Supervisors and Interviewers.*