

Appendix A1: Immediate Post-Interview Tasks Checklist

- ✓ **Upload** the interview audio file AND narrator release form to your computer.
- ✓ **Make copies** (i.e., file redundancy)
 - Copy and move interview files to 1-2 additional locations (ex., Google Drive, external hard drive)
- ✓ **Write** fieldnotes
 - Field notes are a short and informal way to write down everything that you remember about **your** experience of and reflection on the interview.
 - Spend **5-10 minutes** writing field notes. You can write them in a flow-of-consciousness, bullet-point format, or whatever works best for you.
 - Do them as close to the end of the interview as you can, even if you are feeling tired.
 - Some of the purposes of field notes, depending on the project and your relationship to it:
 - Notes to come back to if you do a **second interview** with the narrator.
 - A place to **reflect** on what went well and what didn't go well in the interview. If you know why the interview went the way it did, make a note of that. If you don't, take this opportunity to help you figure it out.
 - Record **contextual information** about the interview that is not apparent on the tape: how were you feeling before, during, and after the interview? What was the narrator's body language? Etc.
 - Make a note of any super interesting or rich parts of the interview that you'd like to remember to return to.
 - Field notes are typically a 'backend' resource only—they are not archived for the public to read, unless the interviewer and narrator both agree on sharing them.
 - As examples, you can read some of Liú's field notes from a different project in the additional digital resources
- ✓ **Send** any necessary follow-up materials to your narrator
 - Release Form
 - If RF is not signed before/during the interview, request completion and include a timeline (ex, "please return to me in the next week if possible."). Follow-up until you receive it back.
 - If 1 copy is signed before/during the interview, send the narrator a copy of the completed form.
 - Aftercare resources
 - Share these even if you don't notice the narrator being particularly distressed! You never know when an interview has brought something up for a narrator.
 - Set timeline expectations for post-production (ex. 3 weeks; 2 months)
 - THANK YOUs!!!