

Appendix B1: Interview Prep Checklist

- **Dedicate at least 1 hour to prepare for your interview** (even when you feel confident).
- **Conduct a 10-15 minute pre-interview**, if narrator’s time, availability, and capacity allow. See Appendix B2 for guidance on the pre-interview.
- **Write your interview guide, and organize it** in a way that will be helpful and easy for you to use during the interview. A few types of organization to try:
 - a. Chunk by topic/theme
 - b. A short list that doesn’t need additional organization
 - c. Use the “Spradley Method” to organize the interview by “stage.”
See the page at the QR code to the right to learn more about the Spradley Method.
 - d. Use color-coding (by theme, Spradley stage, etc) in your interview guide
- Consider: What **interview reminders and tips** do I want to include with my prep materials? See page 17 for a list of general interview techniques and question tips.
- **Tailor the introductory metadata header script** to your needs/project. See Appendix D3 (page 38) for a template introductory script.
- **Decide:** Am I going to be taking **notes** during the interview?
 - a. If you do take notes, your primary purpose should be to **help you in your interviewing**.
 - b. Focus on **key themes, interesting details** that surprise you or stand out to you, and **anything that will help you generate rich follow up questions**.
- **Familiarize** yourself with the **current NPHM Release Form**. You should understand it well enough to explain it to someone else. i.e., your narrator!
- **Check your tech!**
 - a. Make sure you have the equipment you need and everything is working.
 - b. When possible, bring back-up options in case things go wrong.



| Essentials | Additional Resources to Bring when Possible |
|---|--|
| <ul style="list-style-type: none"> • H5 Zoom Recorder • Headphones (preferably over-ear) • Memory card (Micro-SD Card, 32 GB max) • Interview preparation materials, such as your interview guide • Release Forms (2 copies) • Paper & writing utensils • 1 Power option for audio recorder: <ul style="list-style-type: none"> • Batteries • Mini-USB cord & outlet plug • Mini-USB Cord & power pack | <ul style="list-style-type: none"> • Water (ideally for both people) • Snacks (ideally for both people) • Back-up audio recorder (ex. cell phone) • Back-up power option for audio recorder • Back-up memory card • Aftercare information • “Recording in progress” sign, if you will be doing the interview in a semi-public space (ex, a study room in a library) |

- **Treat your body and mind well during the night before and day of the interview.**
 - a. Don’t underestimate the mental, emotional, and physical energy that oral history demands! Try to get a good night’s sleep, don’t over-strain your voice, and get a good meal before your interview.

Appendix B2: Pre-Interview Checklist

Goals of the Pre-Interview

- Establish rapport and trust with the narrator.
- Set expectations for the flow, content, and technical set-up of the interview.
- Learn initial information about the narrator to assist your interview preparation.

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- Re-introduce** the museum and yourself.
 - Confirm:** narrator's **name pronunciation and spelling**, and their **pronouns**.
 - Confirm:** the narrator's **relationship to the NPHM Archive** and your **interview theme(s)**
 - **Respectfully ask** about their relationship to public housing—what type, for how long, etc.
 - Offer a **few personal details to build trust**. Demonstrate a willingness to be **vulnerable**, just as you are asking of them. For example...
 - Explain your project and interests.
 - Talk about your relationship to public housing, housing, and home.
 - Share something vulnerable.
 - Give the narrator a chance to ask you questions about your background.
 - Give an **overview** of oral history **methodology**, including: the **life-history approach** & the opportunity for narrators to **review their interview materials** before they are shared.
 - **Time: Advise narrators to set aside 1.5–2 hours for the paperwork and interview.** Oral history interviews are longer than other types of interviewing, so the flow may be slower than they expect and often includes periods of silence.
 - **Fundamentals:** our practices are rooted in **life history questions, deep listening, and relational values like** sharing authority, co-creation, co-ownership, iterative consent, and more.
 - **Narrator Review:** After post-production, the narrator **can review the interview materials**, and **note any sections they would like to remove or limit access to**.
 - **Narrator Authority:** narrators have shared control of the interview: **they can skip a question, take a break, or end the interview at any point**.
 - **Release Form:** Our values and the narrator's power over their interview are outlined in the "Release Form". You don't have to go into detail during the pre-interview, but it is a good idea to introduce it. Need help understanding it yourself? See the QR code to the right for a detailed explanation.
 - Ask** if there **are any topic areas that they would like to avoid and/or focus** their time on.
 - Do they have questions?**
 - Questions and/or concerns about the project, process, usage, etc. You can also offer them the opportunity to ask personal questions here, if you are willing.
 - Schedule interview logistics: date, time, and location/method of interview**
 - If you like to take notes during interviews, check in with your narrator about this.
 - If doing an in-person interview, make sure the place that you meet has a quiet room.
 - Follow up with written info:** After the pre-interview, send...
 - G-Cal invite OR email with date, time, and location/method of invite
 - A copy of the current "Release Form"
 - A copy of the corresponding "Welcome Information Sheet"



Cardinal Rules: “Move at the Speed of Trust” & “Sharing Authority Begins Now!”