

SEMI-STRUCTURED INTERVIEW TEMPLATE

Developed by Logan Rutten, University of North Dakota

Opening Script

I'm so glad you could speak with me today. Thank you for taking the time to share your thoughts and insights with me.

As you know, I am conducting an inquiry to learn more about [topical focus or problem of practice for your inquiry] in [your professional context]. The question I am pursuing in my inquiry is [your wondering(s) here]. So, in today's interview, I am interested in learning about your current understandings of/experiences with [topic/issue/problem of practice].

Before we start, I want to remind you that what you share in this interview will be kept confidential unless you tell me that you are comfortable being identified. Your participation is voluntary, and you can withdraw from this interview or from participating in my inquiry overall at any time, without repercussion. I am planning to record our interview as data for my inquiry. Do you have any questions before we get started?

[START YOUR AUDIO/VIDEO RECORDING HERE.]

1. Thank you again for supporting my inquiry by participating in this interview. As a way to begin, could you please describe who you are, where you work, and what you do?
2. Open-ended question 1
 - a. Potential probing question 1a
 - b. Potential probing question 1b
3. Open-ended question 2
 - a. Potential probing question 2a
 - b. Potential probing question 2b
4. Open-ended question 3
 - a. Potential probing question 3a
 - b. Potential probing question 3b
5. Open-ended question 4
 - a. Potential probing question 4a
 - b. Potential probing question 4b
6. Open-ended question 5
 - a. Potential probing question 5a
 - b. Potential probing question 5b
7. Is there anything else you'd like to add? [Or, "What did I not ask about today, that you think would be important to my understanding?"]

8. Because I might be writing or presenting about what I'm learning, but doing so confidentially, I want to make sure I'm representing you the way you want to be represented. So, I'd also like to ask a few additional questions about how you describe yourself. Please feel free to share as much or as little as you'd like. If you don't have an answer or prefer not to answer any of these, you can say "pass," and I'll move on. How do you identify your . . .?

- Gender
- Age
- Race and/or Ethnicity
- Socioeconomic background
- Are there any other key markers of identity you'd like to share?

[STOP YOUR AUDIO/VIDEO RECORDING HERE. BE SURE TO THANK YOUR INTERVIEWEE.]