

Oral History Interview Checklist

Student Name: _____

Interviewee Name: _____

Date: _____

	Yes	No	Date of Completion	Reminders
Did I research background information?				
Did I review proper interview techniques?				
Did I prepare a list of questions?				
Were my questions approved by the teacher?				
Did I make the necessary revisions to my questions?				
Did I make arrangements with the interviewee prior to the visit?				
Did I describe the purpose of the interview to the interviewee?				
Did I request permission to record/document the interview?				
Did I use appropriate interview techniques? <ul style="list-style-type: none"> • ensured interview setting, eye contact, body language and reaction to non verbal communication added to interview 				
Was I cautious when dealing with sensitive material?				
Did I review and organize information received?				
Did I prepare a summation/analysis?				
Have I shared the information I gained?				
Did I prepare a written report/presentation?				

Adapted from *Business Education: A Curriculum Guide for the Secondary Level. Accounting 16, 26, 36* Saskatchewan Education, Training and Employment (1992).