Keys to Success:

- Use plain language (e.g. avoid technical terms and jargon), and keep your questions brief. •
- Group questions regarding similar topics and experiences together. •
- Begin with more general experiences, and then ask about more specific experiences.
- Begin with less threatening/sensitive experiences; develop mutual trust before delving more deeply. •
- Where possible, provide time bounds for participants, so that they can more easily identify experiences or • feelings in their memory (e.g. "tell me about the first time...," "in this school year, have you...")
- Avoid asking leading questions. Instead, allow the participant to develop their own thoughts and feelings.

The following section provides examples of qualitative questions:

1) Example: Interviews for a project studying the experience of students playing Quidditch.

Good: What were your reasons for joining the Quiddich Team last year?

- Good follow-ups:
 - How did the experience work out for you? What about the experience made it ? (fill in blank with participant experience)

Bad: Quiddich is not really a sport. What made you decide to participate?

- Note: leading with the interviewer's negative feelings will likely change the tone of the response.
- Bad follow-ups:
 - So you just decided to quit? Why? (note: leads with judgment)
 - Do you think you'll join the team again next year? (note: yes/no response)
- 2) Example: Interviews studying students' participation in a research project. Good: How did you decide to participate in this research project? What were the most important factors?
 - What other research projects, if any, have you participated in since coming to college?
 - What have you liked most about your experience? What have you liked least?
 - Bad: Why would you fail to participate in research, knowing how important it is for grad school?
 - Note: implying judgment will change the tone of the response.
 - Are you giving up on the idea of participating in research entirely then? (yes/no, judging)
- 3) Example: Interviews about students experiences in the student union.

Good: Think about the last time you were in the student union. How did you feel?

- What about the people you encountered made you feel that way?
- What about the spaces you encountered made you feel that way?

Bad: Tell me how you feel about the overcrowding in the student union.

- Note: Assumes a negative experience in the union rather than leaving open.
 - Have you told anyone in the union about your experiences? (note: yes/no)
 - I've never had an experience like that. Are you sure you are remembering it correctly? (note: judging, yes/no)

For more information check out the following documents, located at http://www.sairo.ucla.edu/AssessmentSupport.html

Planning Your Assessment

UCLA

Worksheet for Assessment Planning

- **Interview Planning Checklist**
- Links to Additional Resources.

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