

Checklist for Critiquing Interviewing Skills

- a. POSITIVES (Add 10 points for each item checked.)
 - 1. Indicated empathy when appropriate.
 - 2. Showed appreciation for the narrator's help.
 - 3. Listened carefully.
 - 4. Followed the narrator's pacing.
 - 5. Explained reason for change in topic.
 - 6. Used a two-sentence format when introducing a line of questions that might be problematic for the narrator.
 - 7. Probed when appropriate.
 - 8. Used a follow-up question when more information was needed.
 - 9. Asked a challenge question in a sensitive manner.
 - 10. Requested clarification when needed.
- b. NEGATIVES (Subtract 10 points from the score above for each item checked.)
 - 1. Interrupted the narrator.
 - 2. Kept repeating what the narrator had just said.
 - 3. Inferred something the narrator had not said.
 - 4. Failed to pick up on a topic the narrator indicated was important.
 - 5. Made irrelevant, distracting comments.
 - 6. Ignored narrator's feelings and failed to give an empathic response.
 - 7. Failed to check the sound on the recorder.
 - 8. Let the narrator sidetrack the conversation with a long irrelevant aside.
 - 9. Asked a leading question.
 - 10. Asked several questions at the same time.

From Valerie Raleigh Yow, *Recording Oral History: A Guide for the Humanities and Social Sciences* (Walnut Creek, CA: AltaMira Press, 2005).