# CAM Tips for effective interviewing

* Be prepared. Make sure you are familiar with your equipment, and that everything is working properly. Make sure the microphone is well placed.
* Have your interview questions ready. Use open-ended questions. Ask 'why' and 'how' questions.
* Introduce yourself and explain the purpose of the project to your interviewee before taping.
* Start off with questions that you think the person is most comfortable answering.
* Ask for examples and stories.
* Don't be afraid to ask the same question a few different ways. Make sure the interviewee understands your question.
* Avoid reading your questions; make it more of a conversation. Be willing to share a little of yourself.
* If you know something that the person could talk about that they aren't talking about, ask them. For example, “I know that you were born in Cambridge. Tell me about what it was like here when you were a child.”
* Encourage the interviewee to use complete sentences whenever possible. This makes editing easier if you are taping the interview and easier to write-up as well.
* Avoid saying “Uh-uh” and “um.”
* It's OK to cut people off once in a while. Just be polite and gracefully change the subject!
* Thank the interviewee and offer to show them the final product, if possible.