

A semi-structured interview is a qualitative method of inquiry that combines a pre-determined set of open questions (questions that prompt discussion) with the opportunity for the interviewer to explore particular themes or responses further.

A semi-structured interview does not limit respondents to a set of pre-determined answers (unlike a structured questionnaire).

Semi-structured interviews are used to understand how interventions work and how they could be improved. It also allows respondents to discuss and raise issues that you may not have considered.

Pros	Cons
Provides valuable information on the context of participants and stakeholders' experiences	Can be time consuming to collect and analyse data
Use of pre-determined questions provides several training or practice in order to prevent interviewer subjectivity	Answers provide several training or practice in order to prevent interviewer subjectivity

Semi-structured (Qualitative) Interview Checklist

The following information provides a checklist of what you need to consider in planning and conducting a qualitative interview. It is important to remember that a qualitative interview is not the same as delivering a questionnaire face-to-face. It rather uses open-ended questions to prompt respondents to think, express values and provide answers in their words.

When Interviewing

Prepare for the interview Make sure that you are clear as to what information you want to obtain. It

Inform the respondent about the purpose, for ethical purposes, it is important, to be open and transparent with the interviewee.

Recording answers Recording answers can be done through taking notes, audio-recording, or both.

Develop a rapport with the respondent Meaningful information from a respondent will be easier if they are comfortable with you.

Ask questions that lead detailed answers

It is important that you phrase questions in a way that gets respondents to provide detailed answers, rather than yes/no answers.

Examples of questions include:

- *How did you get to find out about this project?*
- *What is your involvement in this project? What are the strengths and weaknesses of the project?*
- *How has the project changed the way you live?*
- *How do you use the new information (or skills) in your day-to-day life?*
- *What type of assistance would you like to live more sustainably?*
- *What hurdles remain to you being able to take action?*
- *How would other people benefit from this project?*
- *What other types of projects should be implemented to build on this one?*

It is good to have a set of questions at hand, but the interviewer needs to also be prepared to expand or

When to end an interview Deciding when to end an interview may depend on a number of factors. For

Analysing and making sense of the data

A [**data collection and analysis template**](#) is available [here](#).

Ensure that you organise and manage your responses

It is important to have a good data collection and management process in order to be able to store, retrieve

Enter the respondent's details, and consider developing codes to categorise respondents by demographic

Identify and interpreting commonalities the interviews have been transcribed or the notes written up, the in-

Entering responses and coding the responses into the data collection template. Responses can be en-

Analysing patterns among stakeholders if there are similar traits between respondents who present the

Present your evaluation Present the results of your analysis by identifying patterns, what this means