Ten Cardinal Rules for Conducting Interviews

1. Do a practice run until you’re comfortable with the questionnaire
2. Find a quiet place to conduct your interviews
3. Be non-judgmental
4. Avoid leading the witness
5. Accurately record what people say
6. Ensure confidentiality, beginning with conducting interviews in a private location
7. Gently re-direct, as needed
8. Probe if answers are vague, particularly about time of symptom onset
9. Work with epidemiology staff to provide language interpretation, if needed.
10. Thank interviewee at closing and explain how info will be used

Interviewer Training: “The Good, the Bad, and the Ugly”

**Scene One Scene Two**

|  |  |
| --- | --- |
| *What went well?* | *What went well?* |
| *What went* ***not*** *so well?* | *What went* ***not*** *so well?* |