

SAMPLE INTERVIEW NOTE TEMPLATE

<b>Date of Interview</b>	
<b>Interviewer</b>	
<b>Interviewee</b>	
<b>Role Title</b>	
<b>Organisation</b>	

<b>Area of Inquiry</b>	<b>Questions</b>	<b>Analysis</b>	<b>Details (highlight useful illustrative quotes)</b>	
Motivation	How did you get involved in project?	Word of mouth Community group member Facilitator Other		
Personal objectives	What you were hoping to get out of project?	Level of alignment with stated project objectives: Aligned, Somewhat aligned, not aligned		Exceeded expectations, met expectations, did not meet expectations.  Why?
Perceived project objectives	What did you understand as the objectives of this project?	Level of alignment with stated project objectives: Aligned,		Exceeded expectations, met expectations, did not meet expectations.

# BYP GROUP

Area of Inquiry	Questions	Analysis	Details (highlight useful illustrative quotes)	
		Somewhat aligned, not aligned	Why?	
Intrinsic experience	Particular memories	Positive, Neutral, Negative		
	Own words about experience	Positive, Neutral, Negative		
	Top three words			
Self-efficacy	See self differently?	Yes/No		
	Learned anything new through the project?	Yes/No		
	- Skills	Yes/No		
	- Information / knowledge	Yes/No		
	- New insights into self	Yes/No		
	Hardest thing about project?			
Level of challenge				

# BYP GROUP

Area of Inquiry	Questions	Analysis	Details (highlight useful illustrative quotes)
	- Too easy	Yes/No	
	- Too hard	Yes/No	
	- Just right	Yes/No	
	- Information / knowledge	Yes/No	
	- New insights into self	Yes/No	
Connection	See anything else differently?	Yes/No	
	- Meet new people	Yes/No	
	- Make new friends	Yes/No	
	- Deepen relationships	Yes/No	
	- Different view of community	Yes/No	
	- Other cultures / people	Yes/No	
Access	Ever done this kind of thing before?	Yes/No	
Overall	Overall experience	Positive, Negative, Neutral	
Other feedback	Other feedback	Yes/No	
Suggestions	Suggestions for improvements	Yes/No	
Permission	Permission to use comments	Yes/No	