

## TEMPLATE A: INTERVIEW FOR INSIGHTS

<b>Interview code no:</b>	<b>Interviewee name:</b>
<b>Purpose of interview:</b>	
<b>Interviewer name:</b>	<b>Location:</b>
<b>Note on interviewer relationship to client:</b>	
<b>Date:</b>	<b>Duration:</b>
<b>Gender:</b> <sup>1</sup> <input type="checkbox"/> Male <sup>2</sup> <input type="checkbox"/> Female <sup>3</sup> <input type="checkbox"/> Indeterminate/Intersex/Unspecified _____	
<b>Age:</b> <sup>1</sup> <input type="checkbox"/> 18-29 <sup>2</sup> <input type="checkbox"/> 30-44 <sup>3</sup> <input type="checkbox"/> 45-59 <sup>4</sup> <input type="checkbox"/> 60-74 <sup>5</sup> <input type="checkbox"/> 75+	
<b>Language spoken at home:</b>	
<b>Country of birth:</b>	
<b>Aboriginal or Torres Strait Islander?</b> <sup>1</sup> <input type="checkbox"/> Aboriginal <sup>2</sup> <input type="checkbox"/> Torres Strait Islander <sup>3</sup> <input type="checkbox"/> Neither	
<b>Family status:</b>	
<b>How did the interviewee appear to me?</b>	
<b>Atmosphere:</b>	
<b>Disposition to talk/Motivation to take part in the interview:</b>	
<b>Gestures, eye contact, non-verbal signals:</b>	
<b>Interaction duration the interview/Difficult moments:</b>	
<b>Other notes about the interview</b>	

**Notes for writing up interview**

- Use “I-“ for Interviewer and “P-“ for participant before exact quotes of what they have said
- Pauses – use (pause) for 2-3 second break and (long pause) for breaks of more than 2-3 secs
- Interruption-use “-“ to indicator when someone interrupts the speech of another
- Laughing, coughing and sighing – use (laughs), (coughs), (sighs), etc.

**PLEASE WRITE (OR COPY & PASTE) TRANSCRIBED TEXT OF INTERVIEW ON FOLLOWING PAGES**

**Transcript (page 1):**

**Transcript (page 2):**

**Transcript (page 3):**