

THINGS TO THINK ABOUT BEFORE SETTING UP YOUR INTERVIEW

Interviewing someone can sound intimidating, but really, it's just recording a normal conversation. Why not practice with a friend or family member first, to get the hang of it? Always remember to maintain eye contact with the person you're talking to, the same way you would when chatting with your friends. Here are some helpful tips for getting started.

- Contact the person via phone/email first; introduce yourself and explain you're taking part in The Foróige Story Bridge Archive. Tell the person about the project, why you're involved and how you would like them to take part
- If the person does not know you, consider having an adult set up an introduction between you and the person
- Give examples of some questions you will be asking and an idea of how the interview will take place. For example, in their garden, practicing social distancing, and you'll be using your mobile phone to record them.
- If the person is happy to take part, offer some suggestions of times and dates when the interview might take place

POSSIBLE QUESTIONS YOU MIGHT GET AND HOW TO ANSWER THEM

Q: I'm concerned about confidentiality - will my details be kept private?

A: Nothing will be shared without your permission. This conversation is being recorded and included in The Foróige Story Bridge Archive housed in the UNESCO Child and Family Research Centre Archive, NUI Galway and in local libraries where possible.

Q: I don't think I've anything interesting to say, there's no point in me taking part.

A: Every person's experience is important to us. I'm interested in capturing even the smallest details, and you'd be surprised what might come up in our conversation. Have you heard of the Dúchas Project, archiving the stories and memories of schoolchildren from the 1930s? That was the inspiration for The Foróige Story Bridge Archive.

Q: I'd be too nervous to get interviewed, I'm not sure I can do it.

A: Don't worry, we're just going to be having a normal conversation. If it helps, we could have a chat before we start recording so you can think about your answers more, and I'm happy to share the list of questions with you before we meet so you can prepare.

Q: What's the point in taking part?

A: You'll get to leave your memories and thoughts and stories for generations to come. Your experiences are going to be archived with hundreds of people all over Ireland for people to learn from and be inspired by decades in the future.

Q: What about the COVID-19 restrictions, are we allowed to do this?

A: Yes. I will take every precaution with social distancing, and we can do the interview wherever you are most comfortable.

Q: I don't want to be filmed on camera.

A: That's ok, I'd be happy to do the interview as audio only.



DIGITAL PACK

How to carry out your interview



BEFORE THE INTERVIEW

- When you arrive, introduce yourself and remind the person you're there for The Story Bridge Archive interview
- Ensure the participant is in a comfortable spot for the interview, reassure them if they are nervous being recorded

DURING THE INTERVIEW

- Begin with the first question clearly. Have an open and curious attitude, continue until all the questions are asked or until the 15 minutes allowed for the interview are up

AFTER THE INTERVIEW

- When the interview has concluded, thank the participant for taking part
- Ask the participant if they would be comfortable having their photo taken



Send your recording + consent forms to:
STORYBRIDGE@FOROIGE.IE

TOP 10 TIPS FOR A GREAT INTERVIEW

1. Adhere to the social distancing guidelines in place at the time of the interview, if you are unsure about these then please check with a Foróige volunteer or staff person.
2. Ensure you have all technical equipment prepared in advance (batteries charged etc.) and have a few copies of interview questions.
3. You may want to practice asking the questions before the interview so you feel more confident when speaking with them.
4. Dress appropriately and present yourself as an ambassador for Foróige and NUI Galway. Be punctual!
5. Choose a familiar setting for the participant to interview. They may be more forthcoming with answers if they feel at ease in their setting.
6. Be aware that your role can impact the conversation, and therefore the information collected. Do not influence the participant's answer, do not assume answers. Allow for silence, give the participant time to organise their thoughts and responses. Have some prompt questions ready if required.
7. Do not pass judgement and please be respectful of cultural differences.
8. If at any time, the participant seems unclear of the question, repeat and clarify.
9. Be aware that the questions may prompt an emotional response from participants, as they reflect on lockdown, and on their life.
10. Listen to [this TED Talk on Active Listening](#) for tips on how to engage your interviewee.



DIGITAL PACK

How to record your interview



IMPORTANT!

At the beginning of your recording please state:

- Your Name
- What Foróige club, project or programme you are a part of
- What community you are from (City area, town, village or townland)
- What county you are from
- The name of the person you are interviewing

For example:

“Alan Hatton, Mad Hatters Foróige Club, Tallaght, Dublin 24: interviewee Monica Hatton”

“Peggy Sue Murphy, BBBS, Ballinamore, Co. Leitrim: interviewee Alec Fitzpatrick”

Your recording should be 15 minutes duration maximum.

HOW TO RECORD AN AUDIO INTERVIEW ON YOUR PHONE

- Use the memo or sound recording app on your phone
- If recording outside, choose a spot that is more sheltered from traffic noise
- If recording inside, turn off any TV or radio in the house as it may cause a distraction
- Close any window to stop noise from outside affecting your recording
- Move in as close to the person speaking as possible - whilst adhering to the guidelines
- If you have a microphone that plugs into your phone, use it
- Do an audio test before you leave home and check that everything is working
- If background sound interrupts an answer, stop and ask the question again, you don't have to start all over again
- Further information on recording good sound is available [here](#)

HOW TO RECORD A VIDEO INTERVIEW ON YOUR PHONE

- Hold your phone in landscape mode, so it's on its side
- Use a tripod if you have one
- Be sure to clean your lens with a clean dry cloth, like your sleeve or t-shirt
- Position your camera at eye level with your subject
- Choose a bright space, so that your subject is not in shadow
- Keep the light source behind the camera (e.g. window, light, sun)
- Do a test in your chosen location to check you can hear and see your subject
- Record 30 seconds as a test and review it to check for any issues in your shot (e.g. untidy background etc.)
- Begin your video by introducing yourself to your interviewee
- Allow a pause after your subject has finished answering the question before you ask the next question
- If background noise interrupts the answer, stop, and ask the question again
- Remember your interviewee may be nervous - smiling and maintaining eye contact with them will help create a relaxing environment
- Most importantly - have fun - you're making history here!



Check your phone video settings before you begin your interview.

Share the video with the appropriate Foróige staff member through one of these services: (note the minimum age requirement)

- Dropbox (13+)
- One Drive (13+)
- We Transfer (16+)
- Google Drive (13+)

If you do not meet the minimum age requirement, please ask a parent or responsible adult to send the file for you.

Send your recording + consent forms to:
STORYBRIDGE@FOROIGE.IE



BEFORE THE INTERVIEW BEGINS

Ensure all consent forms are complete before beginning the interview.

Reassure participants that the stories they share with you during the interview are for the purposes of the Story Bridge Archive and will be shared with both Foróige and NUI Galway.

It is essential that you remind the participant that they can end the interview at any stage if they do not wish to continue.

Tell the participant that the duration of the interview will take approximately 15 minutes. At the beginning of the recording, ask the participant if they understand the safety protocol and that they can end the interview at any stage. You must ensure that their answer is recorded.

These questions were created by young people in Foróige and facilitated by researchers in NUI Galway and Penn State.

These questions are the only ones that can be asked. This is important because when the researchers are analysing the interview content, it is vital that there is consistency and that everyone has answered the same questions.

Remember to manage your time so that you stick to under 15 minutes.

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COVID-19 QUESTIONS

- Can you tell me about what life was like for you during lockdown?
- Would you say the impact of Covid-19 has reminded you of any other time in your life? Can you tell me about it?

To lead into the local history questions you may wish to say something like the following:

I'm sure during the lockdown you have had an opportunity to reflect on life and all that has happened. Looking back over the years...

LOCAL HISTORY QUESTIONS

- Can you explain to me what life was like growing up around this area and what is the major difference in the life of a child today to the childhood you lived through?
- What significant events in your own life and the local history of this area do you remember and how have they shaped you as a person?
- If you could have given yourself one piece of advice when you were my age, what would it be? Would you give that same advice to me, or would it be different today?
- Is there anything else that you would like to add in or be remembered by this project? For example photo(s), articles from historic events we discussed.

