****

**VFA Pioneer Histories Project** **– Zoom Interview**

**For Interviewee**

* Location
  + Quiet, well lit, neutral background, check light set up – can you see yourself well on the screen. Avoid sitting with your back to the window.
* Computer/iPad/phone
  + Is your internet connection good, device fully charged? Close down email so there are no distractions or noise. Put phone on silent. Unplug landlines. Turn off facebook messenger.
  + Angle device properly
    - Not too close – keep at arms-length.
    - Device should be propped up so camera is just above eye level and you are not looking down.
* Useful tips
  + Always look directly at the camera and not at the interviewer; otherwise you will be looking down through the interview.
  + If you need to take a drink, use a tissue, etc. do not talk, we can edit.
  + Try not to touch your face or hair.

**For Interviewer**

* Setting up a Zoom account is free
* If there are only 2 people on the Zoom, there is no time limit
* Interviewer/subject should have a brief conversation over Zoom before the interview begins to go over expectations during and after. This will also give you a chance to see what the setting looks like and to suggest changes if necessary.
  + Length of interview - *20 to 45 minutes – remember, this is about what they did during the 2nd wave. This is not a live resume.*
  + Minor editing capabilities – *if they forget something, need a drink, phone rings etc.*
  + Ask for a photo from back in the day and a current one to be emailed to interviewer.
  + If they have not signed consent, ask them to do that and email to interviewer.
* Equipment
  + Is your internet connection good, iPad/phone/computer fully charged? Close down email so there are no distractions or noise. Put phone on silent. Unplug landlines. Turn off facebook messenger.
  + **Be sure to set Zoom up in gallery view – otherwise we will not see the person being interviewed when asked a question.**
  + **The interviewer must press record at the beginning of the session**
* During the interview
  + Ask a question and do not interrupt.
  + Try nodding your head so the subject sees you are on the ‘same page’ or listening attentively.
  + Stay on track and watch your time
  + It is the job of the interviewer to keep the conversation moving forward.
* Make it a great interview
  + Do some simple research about the subject in advance to be sure you are getting something that isn’t already public.
* After the interview
  + Send video file to Jodi Moran either email to [jodimoran13@gmail.com](mailto:jodimoran13@gmail.com) or <https://jmoran.wetransfer.com>
    - If VFA is setting up the Zoom interview, VFA will take care of sending the file. No need for interviewer to do anything.
  + Jodi will send a note to interviewer and interviewee with next steps.