



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 or sitting too close to the computer.
- 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. If you hear distracting noises – ask them to stop talking – it can be edited out...but not if there is still talking
 - 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 as long as it is only 40 minutes (which should be the perfect time for an interview)
- 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. Zoom and the transcription service can't handle it.
 - You may not mean to interrupt – (saying, wow, right, excellent, no way, etc.) but when you do Zoom tends to cut off what the person is saying.
 - Try nodding your head so the subject sees you are on the 'same page' or listening attentively.
 - Do not to add your own experiences, this is about the person you are interviewing.
 - 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 or <https://jmoran.wetransfer.com>
 - Jodi will send a note to interviewer and interviewee with next steps.