

# Interview Questions

Best practices for conducting podcasting interviews

## Who, What, When, Where?

You want to preserve spontaneity and you do not want your guests to sound rehearsed. Make sure questions are open-ended and can't be answered with a simple "yes" or "no."

Useful phrases include:

"What happened when ... ?"

"Was there a time when ... ?"

"How did you feel when ... ?"

Include both fact-based questions and feeling-based questions. Fact-based questions such as- "When did this happen?", And the feeling-based questions – "How did that make you feel?"– flesh the story out and keep the listener engaged.

Send your questions ahead of time to your interviewee and discuss what you would like to cover during the interview. This will help them be better prepared and relaxed on the day of the interview.



## Expert vs' Audience

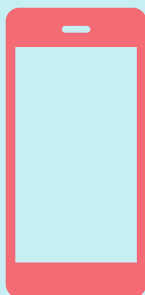
Find the intersection between the expert and the audience. What knowledge or experience does the person you are interviewing have that will most benefit your audience?

- Describe the process behind ...
- Where do you get your best ideas?
- How do your values show up in your work?

## Practice Makes Perfect!

Call up a friend or family member and practice interviewing them.

Experience is the only way you can become inspired by ideas while in the moment of "interviewing" and learning from your mistakes.



Request that your interviewee embed your question into their answers, such as, to the question

*"Why did you decide to move to Middletown?"* the response should start with- *"I decided to move to Middletown...."* .

This gives you the ability to cut your questions out of the interview and allow your guest to tell their story.

# Radiosplaining (ray'-dee-oh-splay'-ning)

- The act of over-explaining something cultural with the assumption that your listeners are unfamiliar with it.

To avoid radiosplaining, ask yourself this question:

Am I over-explaining something to an audience that may already know this information? If the answer is yes, try the following:



▸ Ask the subjects in your story to do the explaining. They are living it; they can characterize it themselves.

▸ Ask professors to weigh in on topics you may not be familiar with.

▸ Assume you are talking to a wide, multicultural audience. Consider race, gender, and age in the widest spectrums when you write and produce your story.



If possible, conduct a phone or Skype interview before hand. This allows you to become more familiar with your interviewee and also provides them some insight as to how the interview will be conducted, as well as what is expected of them.

## Keys to Success

### Be Curious!

Knowing the subject you are covering in the interview is key to success. Do some research on the person, place(s) or topic before hand. Your interview is not the place for you to become more knowledgeable on the subject (though you will)...your interview is your chance to be the conduit that allows your audience to get to know the subject better.

### Be Relaxed!

Your comfort level and the person you are interviewing's comfort level is important. Relaxed conversations will flow more naturally.

Be prepared, be flexible, and have fun!

### Be Prepared!

Play out the interview in your head, practice reading your questions out loud, and think about what some of the possible answers might be and consider some follow up questions.

Also, consider how your listener is going to perceive your questions. Are they informative and allow for a story to be built?