

Introduction to Qualitative Interviewing

Conduct Your Qualitative Semi-Structured Interviews

Handout 4 – Interview Schedule

Introduction

Thank you for agreeing to take part in this interview. We are interviewing you to better understand experiences of working from home during Covid-19, how education policies and practices can be improved, and how students and academics can be better supported.

Participation in this study is voluntary. The interview should take approximately 15-20 minutes depending on how much information you would like to share. With your permission, I would like to record the interview in note form because I don't want to miss any of your comments. All responses will be kept confidential. This means that your de-identified interview responses will only be shared with research team members and we will ensure that any information we include in our report does not identify you as the respondent. You may decline to answer any question or stop the interview at any time and for any reason.

- Are there any questions about the interview?
- May I take notes on our discussion?

Interview Questions

**[Remember to probe answers and ask follow-up questions based on what emerges]*

1. First, could you tell me about your current role at the university? [What are you researching or studying? How long has this been for?]
2. What were your work and/or studying routine and arrangements like before the Covid-19 pandemic? [I.e. How much did you work in the office / from home? How did you organise this?]
3. How has the Covid-19 pandemic changed your working / studying practices? [Also probe on how they feel about this]
4. How has this impacted on other aspects of your life? [Could probe for information on how this impacts on family life, social life, etc.]
5. What is your situation at the moment with working from home?

6. How do you feel about the current changes to restrictions and return to of face-to-face interaction and working in the office again?
7. What would you like to see happen with working from home arrangements in the future? [I.e. probe on what their ideal situation would be]
8. I think that's everything I have to cover. Is there anything else you'd like to tell me or any final thoughts you'd like to follow up?

Thank you for participating!

If you have any further questions about the interview please do let us know.