

# FORM 3

## INTERVIEW REPORT FORM

Your name \_\_\_\_\_

Before beginning the interview be sure to identify yourself and briefly explain the problem you are researching, why you chose to research this problem, and why you are conducting this interview. Before beginning, ask the person's permission to use her or his name. If a person does not wish to be named, respect her or his privacy and indicate only the person's role in the community.

**1** Name and title of person being interviewed

\_\_\_\_\_  
\_\_\_\_\_

**2** The person's role in the community (e.g., parent, community volunteer, business person, retired person)

\_\_\_\_\_  
\_\_\_\_\_

**3** Explain the problem you are studying to the person you are interviewing.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4** Use the following questions in conducting the interview. Write or record the answers you receive.

**a** Do you think the problem I have described is important? Why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**b** Do you think others in our community believe this is an important problem? Why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**c** What might be the cause or causes of the problem?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FORM 3

## INTERVIEW REPORT FORM (CONTINUED)

**d** Do you think this is a problem that should be dealt with by

- government acting alone? Why or why not?

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- government with the assistance of civil society? Why or why not?

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- government with the assistance of the private sphere? Why or why not?

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- government with the assistance of civil society and the private sphere?  
Why or why not?

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**e** What policy, if any, is already in place to deal with this problem?

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**f** If a policy does exist, ask the following questions.

- What are the advantages of this policy?

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- What are the disadvantages of this policy?

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- How might the policy be improved?

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**FORM 3**

**INTERVIEW REPORT FORM (CONTINUED)**

- Does it need to be replaced? Why?

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- What disagreements about this policy, if any, exist in our community?

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**g** If there is no policy currently in place to deal with the problem, ask the following questions.

- What sort of policy do you think might be needed to address the problem?

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- What level(s), branch(es), or agency(ies) of government are responsible, or should be responsible, for dealing with the problem?

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**5** Do you have any suggestions for where I might get more information about this problem and the different positions people take on the problem?

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