



Interviewer Toolkit



**Living Legacies
Oral History Project**

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Project Summary



ABOUT

As part of our centennial celebrations, Eno is creating a limited-edition podcast series called Living Legacies. This series will explore some of the key issues and people who have been part of Eno through the years. From board members to alumni to former staff members, the interviews reflect on Eno's history and impact through the years. This project is an opportunity to have conversations and bring people, connected through Eno, together to share their thoughts on key issues and moments in our shared legacy.

Interviewers will be responsible for participating in a 45-minute prep session, preparing a plan and questions for the interview recording, and leading the 20-minute interview process the day of recording. The Eno Host will schedule the prep and interview sessions, send a briefing memo about the interviewee, and support recording sessions.



The Living Legacy Oral History Project was designed/created using StoryCorps DIY. Learn more at storycorps.org.

> What to Expect as an Interviewer:



December 2020:
Interviewer Orientation



Early January 2021:
45-minute Preparation Session



Late January 2021:
20-minute Recording Session



February 2021:
Review Final Podcast



March 2021:
Living Legacies Podcast released

The Interview Process

Step 1:

Schedule Your Prep and Recording Sessions



SIGN UP

Your host will work with you and the interviewee to schedule both sessions, about two weeks apart.

Step 2:

Prep Session with Interviewee & Facilitator



MEET

Discuss with interviewee potential subjects and questions to help you prepare for recording. The host will check sound and tech.

Step 3:

Prepare questions and plan for interview



PREPARE

Using the information from the prep session, complete the planning worksheet. Create your own questions or use the question bank provided.

Step 4:

Send draft introduction and questions.



SEND

Three days in advance of your interview recording session, send the interviewee and facilitator your draft introduction and the topics and questions you plan to discuss.

Step 5:

Conduct interview recording session



RECORD

Conduct the interview using your planning worksheet and the interview checklist provided in this toolkit. The host will support the recording process.

Step 6:

Review the final podcast before release



REVIEW

Before the podcast series is released to the public, we will send you and the interviewee a final version for your review.

Planning Worksheet

This worksheet will lead you through planning and conducting your interview. Preparation is key to a successful recording session!



What is the **main topic** you'd like to touch on during the conversation?



Are there any topics you **don't want to talk about**?



What are **five questions** you plan to ask?



During the interview, please be sure to ask the following question:

What impact has your involvement with Eno had on you personally and/or on your career?



Start the interview with more general questions and move to more complex topics. Ask thoughtful open-ended questions which encourage the conversation to develop and encourage your interviewee to give vivid details. You can develop your own questions or use our Question Bank.



Checklist

This checklist will guide you through the interview process.

Before the Interview

- Set up your space and gather your notes.
- Greet interviewee and review the interview process.
- Review the interview questions and topics.
- Turn off cell phones and test and adjust audio levels.
- Check to ensure that the release forms have been completed.

During the Interview

- Once recording begins, start with both interviewer and interviewee stating their full name, age, current date, and location.
- Pay attention to body language and nonverbal cues.
- Leave room for silence.
- Keep an eye on the clock and stick to a 10-15 minute recording.

After the Interview

- Take a screenshot of the interviewer and interviewee
- Discuss next steps and timeline for podcast release.
- Thank the interviewee for their time!

Question Bank



Questions to Inspire Conversations

Each interview will be unique. The questions below are designed to give you a starting place to create your own questions.

- 1 What led you to your career in transportation?
- 2 Tell me what it was like when you started [PROGRAM/JOB].
- 3 What do you wish people knew about [WORK]?
- 4 What are you most proud of accomplishing?
- 5 Tell me about any key mentors or people who deeply influenced you.
- 6 Tell me about a key turning point in [YOUR CAREER/PROJECT].
- 7 As you look ahead, what gives you a sense of hope and what concerns you?
- 8 What lessons has your work life taught you?
- 9 Describe your biggest professional obstacle and how you handled it.
- 10 What's next for you in your work? What are you looking forward to?

Follow-Up Questions that Encourage Details

To draw out the details and enrich the story, try asking follow up questions like the ones below.

-  How did that make you feel?
-  What happened next?
-  Can you give me an example?
-  Can you paint a picture in words?
-  What were you thinking when that happened?

Tips



- Give yourself a couple of hours to prepare your questions, Google the interviewee, etc.
- Create a comforting and welcoming environment for your conversation
- Encouraging vivid details through follow-up questions can bring a story to life
- Don't be afraid to go off script
- Pay attention to nonverbal cues about which topics to pursue and which to leave alone
- The interview can go both ways! If you'd like, provide an opportunity for the interviewee to ask you a question.
- To close the interview, ask a reflective question

Today's the Day!

The Recording Session



Set up your space and gather your notes.



If you have a microphone and/or headphones, please use them.



Be sure the room you will be recording in is quiet and that your phone, notifications, and other alarms are turned off.



During the recording, please mute your microphone when you aren't speaking.



If you are having connection problems, try turning off your camera



If your connection goes down and you get kicked out of the session, don't panic! If you can, re-join the session. The host will ask you and the interviewer to start over at the last question before the technical difficulties.



Have fun!



Living Legacies Podcast Participant Release Form

Participant Name _____ (hereinafter "Guest")

Email Address _____

Phone Number _____

The above named Guest does hereby consent to the recording and distribution of reproduction(s) of the Guest's voice and performance as part of the media program entitled "Living Legacies Oral History Program" (herein referred to as the "Program"). This is to confirm that the undersigned has agreed to be interviewed or otherwise participate in the Program, a production of Eno Center for Transportation.

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If the foregoing terms are satisfactory, please sign and date this agreement below and return it to the Eno Facilitator. Execution of this Agreement does not obligate Eno Center for Transportation to publish your presentation or other materials.

I hereby consent to the use of my oral and/or video presentation as described and agree with the provisions of this release form:

Guest Signature

Date

Eno Center for Transportation

Date