

Notes

3. Set a time when you can conduct an interview with the person. Allow the person sufficient time to find papers or records or to think about what he or she can remember.

Prepare for the Interview

Make preparations for the interview in advance by doing the following:

1. Write down the questions you want to ask. Questions that require more than a “yes” or “no” response are usually most effective. See appendix B for sample questions.
2. Gather the information you already have about the family or person you want to learn more about, such as completed family group records and pedigree charts. Plan to share this information and ask if it is correct.
3. If you plan to visit in person, prepare any supplies or equipment you might need. Plan to record what you learn using pencil and paper, a tape recorder, a camera, or a video camera.
4. If you are interviewing an oral historian or a village elder, learn the proper ways to work with him or her.

Conduct the Interview

Use the following guidelines to help you make the interview most effective:

1. Bring or send family photographs, and ask the person if he or she can identify any people in the pictures who are unfamiliar to you.
2. Don't be in a hurry. Give the person time to think about what he or she wants to say. Let the person respond at his or her own pace.
3. Ask about family records, certificates, or photographs. As you are told about them, write down the information. Ask for permission to make copies of records. Take photographs or video footage of the items if you can.
4. If the person is the closest relative of any of your deceased ancestors who were born in the last 95 years, ask the person's permission for the ancestors to receive temple ordinances.
5. Express appreciation for the information you have received. Be prepared to come back later or to send additional correspondence.

Use the Information

After the interview, be sure to use the information you have gathered:

1. Update your records with any new information.
2. Make a transcript or report of your interview, being sure to record the date and place of the interview. Ask the person you interviewed to read the report and make corrections. Ask for permission to copy the

