



**GIJTR**

Global Initiative for Justice,  
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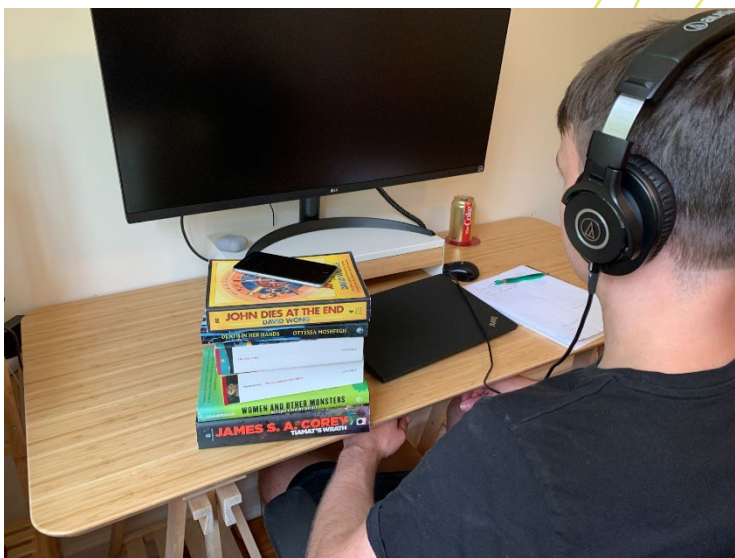
# Podcast Interview Tips

## Content

- Technical tips for remote recording
- Technical tips for in-person recording
- Content tips for both types of interview

## Technical tips for remote recording

- Avoid noisy spaces or noisy hours if possible. Choose a quiet recording spot. Turn off any fans, close windows, etc. Ask your guest to do the same.
- USE CHROME BROWSER FOR RIVERSIDE
- Avoid echoey spaces. For example, bedrooms are often better than kitchens as they have more soft things to muffle sounds.
- Guest and interviewer should wear wired headphones (not Bluetooth, no headphones is better than Bluetooth).
- Record backups for each participant using a smartphone placed on the table/some books in front of you (See image below).
- Make a test recording before you begin—record 1 minute of you and your interviewee talking. Check if you're capturing the audio right before starting with the full interview.
- After you hit stop recording on Riverside, wait till the audio is fully uploaded, then double check on the dashboard that the recording is complete.





## Technical: In-Person Recording Tips (using Smartphones or Recording Devices)

- Avoid noisy spaces or noisy hours if possible. Choose a quiet recording spot.
- Turn off all of your secondary devices, or put them in silence. Ask interviewees to do the same.
- Check and charge your equipment: Ensure you have enough storage if you're recording sounds or doing the interview on your phone. Check the battery before starting the interview. Bring a portable charger if needed.
- Make a test recording before you begin—record 1 minute of you and your interviewee talking. Check if you're capturing the audio before starting with the full interview.
- Prepare your interviewee. Be sure to explain the interview process and encourage your guest to go slowly and to pause to think whenever needed.
- Save immediately. Once you've finished the interview, save your recording right away and make a copy on the drive.

## Content: Interviewing Tips

1. Prepare your interviewee. Be sure to explain the interview process. Let them know the interview will be edited so they can resay things or ask you not to include something they have said if they realize they phrased it differently than they would have wanted. Let them know they can pause to think or stop to have a drink of water, for example.
2. Do not talk over your interviewee. Allow them to finish talking before you ask your next question if possible. Overly long answers can always be cut down.
3. Don't be afraid to sit in silence for a moment as your guest prepares their thoughts after you ask your question.
4. Prepare yourself for the interview. Make sure you don't only know about the topic but also be aware of the information you'll be receiving from your interviewee.
5. Stupid questions are better than smart questions! It's better to ask simple questions like "Tell me more about that" or "Can you explain that to me" or "what do you want to say about this issue?" than complicated questions which show off the interviewers knowledge.
6. Ask follow up questions if needed before moving on to your next prepared questions. Some generic follow up questions are things like:
  - Can you say more about that?
  - I'm not sure I understood X, could you explain more about [this aspect]?
  - Before we move on, I wanted to return to [thing said earlier]? Can you expand on that?
  - I want to make sure our listeners really understand X, so would you mind telling me about that one more time just so we make sure we have a clear explanation?
  - But you can also ask specific questions if an important subject was not properly or fully explained.