



PRE-INTERVIEW CHECKLIST [30 min]

- ☐ Create copy of  Template-Interview-Prep and fill out based on  Interview Contact List
- ☐ Determine who is taking what role
- ☐ Discuss any changes to the interview process
- ☐ Export this doc to PDF and print to paper
- ☐ Open in battle station:
 - ☐ Interview Prep notes (above)
 - ☐ Current time (calm version)
 - ☐ Interview questions (this doc as PDF)
- ☐ Technology Prepc
 - ☐ Close unneeded applications
 - ☐ Pause notifications
 - ☐ Open zoom early for quick check

INTRO SCRIPT

Hello, my name's [active role]. I'll be leading our interview today. As a quick recap, *[[2nd author]]**[[1st author]]* and I are conducting these interviews in order to understand the lasting impacts of design study. Thank you for taking the time to talk to us today, we're excited to hear your opinions and thoughts. Just to confirm, we'd like to keep this interview to 60 minutes and record the interviews. We will use the recording to generate a transcript that we will then share with you for your edits. The transcript will be anonymized and shared with our advisors *[5th author]* and *[4th author]*, and our collaborator *[3rd author]* for analysis.

With your permission, I'd like to record this call.

Great. I want to re-emphasize that this interview is completely voluntary and you can choose whether you want to skip a question. You can also tell us if you want to end the interview at any point.

During this interview, I'll ask you a few questions about your collaboration. I'd like to share that I'm a 3rd year PhD student and I have conducted design studies – these experiences have informed the questions we are about to ask. Instead of focusing on specific questions, we will introduce broader topics.

And just to reiterate there are no wrong answers – you're the expert here! We're doing interviews like these to hear things from your perspective.

Great. Do you have any questions for me at this time?

VIS RESEARCHER

QUESTIONS

Collaboration logistics

Can you tell us a little about your collaboration working on [the project]? To start, who did you work with and what was your role?

- How long were you working with the lab?
- Was it immersive?
- How frequently and with whom were you meeting?

End result of collaboration

Can you tell us about how the collaboration ended?

- Was there a clear, distinct end to the collaboration?
- Did you have a conversation with your collaborators prior to the end?
- Was there a handoff?
- What happened after you wrote the paper?
- [if in use] Were there discussions about how the tool may be used in the future?
- [if not in use] Do you know why it is no longer in use?
- Were you ready for the collaboration to end?

[if ongoing] Ending process of collaboration

- Have you thought about how the collaboration will end?
- Have there been any discussions about you leaving?
 - About how the tool would remain in use?

Autonomy

We'd like to hear more about your feelings of autonomy in the project.

- Who was responsible for the design decisions?
- Who decided the direction of the project?
- Did you feel any tension between providing a useful tool v. creating a novel vis?

Feelings about collaboration

Can you tell us about your feelings regarding the collaboration. Were you happy with the design study?

- Are you happy with the collaboration?
- If you could redo this collaboration, what would you do differently?
- Would you recommend design study to someone else?

	Vis	Collab
PI		
Student		
Dev Support		

DOMAIN COLLABORATOR

QUESTIONS

Collaboration in general

Can you tell us how your team and the vis researcher team worked together?

- Can you tell us your collaboration?
- Did you choose your collaborators?
 - [if not me] Who chose the collaborators?
- Did the vis researcher spend time at your lab?
- How long were you working with the visualization team?
- How frequently were you meeting?
- How much did the vis designer get to know and understand the nuances and details of your data?

End result of collaboration

Can you tell us about how the collaboration ended?

- Is the collaboration over?
 - [If so] What was the final result of the collaboration?
 - [If not] What has been happening since your collaborators have published the paper?
- Based on the survey, you said that the vis tool is _____, can you comment more about it?
 - [if in use] Has there been any challenges/hurdles with using the vis tool?
 - i. Do you envision using it for future projects as well?
 - [if not in use] Why don't you use it?

[if over] Ending process of collaboration

- When did you stop working with the vis researcher?
- How did the collaboration end?
- Was there a discussion at the beginning of the collaboration about what to expect?
- Did it feel abrupt? Was there a transition period? Were you ready for the collaboration to end?
- Was there a discussion about the vis researcher wrapping up their work?
 - About how the tool would remain in use?
- If tool in use, what would happen if the tool stopped being supported?

[if ongoing] Ending process of collaboration

- Have you thought about how the collaboration will end?
- Have there been any discussions about the collaboration ending?
 - About how the tool would remain in use?

Autonomy

We'd like to hear more about your feelings of autonomy in the project.

- Who was responsible for the design decisions?
- Who decided the direction of the project?

Feelings about collaboration

- *Can you tell us about your feelings regarding the collaboration?* Do you feel like both parties contributed equally to the success of the project?
- Are you happy with the collaboration?
- Did you feel involved in the design process of the vis tool?
- If you could redo this collaboration, what would you do differently?
- Were there parts of the collaboration process that felt unnecessary?

POST-INTERVIEW-CHECKLIST [1hr]

- ☐ Take individual reflexive notes about the interview:
 - ☐ What did the participant bring up that was surprising and/or interesting?
 - ☐ What did you learn from this interview?
 - ☐ Was there anything you noticed about the interview process that needs change?
- ☐ Meet together (ideally at a pub) to compare field notes w/ analytical lens
 - ☐ Bring transcript and reflexive notes
 - ☐ Example questions: “What has been the key part of the interview for you?”, ‘Which are the similarities and differences from the other interview?’, ‘Which analytical lenses could we use to interpret the interview-generated data?’ ‘What were you thinking about when you asked this question?’ or ‘How did you perceive the atmosphere when you asked that question?’.”
 - ☐ “challenge each other to examine our unconscious biases, ponder the effect of our personal and joint actions, and find more nuanced adjustments”
 - ☐ Co-reflect on what we thought we got right so that we can unpack the meaning
 - ☐ Agree on collaborator diagram
- ☐ Discuss + implement changes to the interview packet, save version history in doc
- ☐ Determine whether we want feedback from our “supportive but critical friends” aka advisors + MC

POST-INTERVIEW-EMAIL

- ☐ *Generate Google doc transcript*
 - ☐ Redact names
 - ☐ Change permission so participant has access to comment
- ☐ Email participant compensation form + transcript