

MORNING STAR BAPTIST CHURCH
7--

John Matthews
X 325

INTERVIEW GUIDE--PLUNKETTOWN

A. General Instructions.

1. This is a general guide for conducting a house-to-house survey in the Plunkettown neighborhood. Make sure that all questions included are answered; however, if a respondent refuses to answer any questions, go on to the next item on your questionnaire. Record reason for no response if possible. You may include other questions; record them as well as the interviewee's answer.
2. Please record all answers as accurately and carefully as possible.
3. Let the interview continue if the interviewee wishes to talk. However, one hour should, in most cases, be the maximum time required for the interview.
4. Record the date of the interview, the time at which the interview begins and is completed, and the total amount of time the interview lasted. Record the number of times the interview is interrupted by air craft noise, and the approximate length of such interruptions.

B. Introduction.

The following general introduction should be used in the interview situation: "Hello, my name is _____ . I represent the City of Atlanta (show your identification card). The Mayor and Board of Aldermen are concerned about the people living in Plunkettown. Many different suggestions have been made about what the people of Plunkettown want from the City. However, we feel that it is necessary to talk directly to the people in Plunkettown. For the next few days we will be talking with all Plunkettown residents and asking them questions to help us find out exactly what the people want. Could you please take a few minutes to answer these questions?"

MEMORIZE

If subject refuses to participate in the interview, try to find out why. If he indicates he is too busy, try to make an appointment to interview him at another date. If he has another reason, try again to get the interview. However, if he absolutely refuses, do not persist. Record a response and, if possible, the reason. If more than one member of a household wants to participate in the interview session, record their answers separately. Each interview record should contain the responses of one person only. However, if this is not possible, indicate that responses come from two or more people.

Remember that the main purpose is to get answers to the basic questions contained in ~~your~~ questionnaire. If the interviewee has questions to ask of you, try to delay this discussion until the end of the formal interview. DO NOT, under any circumstances, attempt to answer questions of which you are unsure. The purpose of this interview is to find out what the people in Plunkettown think and want. If people ask questions you cannot answer, refer them to Mr. Johnny Robinson or George Aldridge. (You will have a supply of their personal cards to pass out to everyone).