

## **STANDARD INTERVIEW – STRUCTURE (RESPONDENT)**

### **Before recording (explain the process):**

- **Our interview today is voluntary; you may choose to answer all of my questions, some of my questions or none of my questions.**
- **Today I would like to audio record our interview. This is our preferred method as it allows for a true record of what was spoken about here today. Alternatively I can take notes as we talk today. Do you consent to this interview being recorded?**

#### **If they say yes:**

- **When we start recording today, I will state the time, date, location and my name. I will then ask the people in the room to identify themselves for the tape.**
- **I will ask you again if you understand that the interview is voluntary and ask you to confirm that you consent to it being recorded by signing a Consent to Interview form (which I will also sign).**
- **At the conclusion of my investigation, you may request a copy of the audio from the interview, or a transcript if one is made. This request must be in writing.**

#### **If they say no:**

- **As you have not consented to this interview being recorded, I must advise you that you do not have permission to record this interview. I would ask that if you are recording, that you discontinue.**
- **If they have a support person, advise the support person that their role is to offer support only. They are not to answer on behalf of the respondent and if they wish to advise the respondent not to respond, they need to ask for the recording (if there is one) to be stopped and that you will leave the room to allow them to speak. You will confirm this with them once you start recording.**

### **Once you start the interview:**

- State the Time
- State the Date
- State the location
- Introduce yourself with name and formal title
- Introduce your second (if present)
- Ask the respondent to introduce themselves
- Ask a support person to introduce themselves
- State that the interview is voluntary and ask if they are willing to participate in the interview
- Advise them that they are not required to answer all of your questions, but in the event that they either choose not to participate or don't answer questions, the investigation will continue on the information that is available.

- Ask them to confirm that they either agreed to/or declined to have the interview recorded.
- Give them information in relation to who they can make a complaint to if necessary.
- Advise them that breaks can be taken at any time. In the event of a break, the recording will be paused and prior to pausing, just state the time and reason for pausing; on return confirm that they wish to continue.
- Then start by saying: *Today we are here to discuss...*

#### **At the conclusion of the interview:**

- Give the respondent a chance to ask any questions or make any statements.
- Ask if they have any complaints in relation to how the interview was conducted. Reiterate information in relation to who they can make a complaint to, if they wish to do so.
- State the time.

## **SAMPLE INTERVIEW**

### **PART A: PRIOR TO RECORDING**

- Good afternoon xxxxx, and thank you for agreeing to be interviewed today in relation to the research misconduct allegations that were put to you in writing by the xxxxx of Curtin University, Prof xxxxx, on the xxxxxx.
- My name is xxxxxx and I have been appointed to conduct the investigation into the above referred matters. I am here today with xxxxxx, the Director ISU who will assist me and also ensure that the interview is conducted in accordance with established ISU standards.
- First off, I would like to inform you that the interview today is voluntary on your part; you may choose to answer all of the questions put to you, some of the questions or none of the questions.
- I would like to audio record our interview. This is our preferred method as it allows for a true record of what was spoken about here today. Alternatively, we can take notes as we talk. Now, do you consent to this interview being recorded?

#### **... Respondent answers**

##### **If response is 'yes'**

- **When we start recording today, I will state the time, date, location and my name. I will then ask the people in the room to identify themselves for the tape.**
- **I will ask you again if you understand that the interview is voluntary and ask you to confirm that you consent to it being recorded by signing a Consent to Interview form (which I will also sign).**
- **At the conclusion of the investigation, you may request a copy of the audio from the interview, or a transcript if one is made. This request must be in writing.**

If response is 'no'

- As you have not consented to this interview being recorded, I must advise you that you do not have permission to record this interview. I would ask that if you are recording, that you discontinue.
- I note that you have a support person in attendance with you, xxxxx. I advise that the role of the support person is to offer support only. You are not to answer on behalf of the respondent, and if you wish to advise the respondent not to respond, then you need to ask for the recording to be stopped after which myself and (Director ISU) will leave the room to allow you both to speak. We will confirm this with you both once we start recording.
- So, are you ready to start?

... Respondent answers

## **PART B: DURING RECORDING**

If audio-recording is agreed, start the recording machine ...

- OK, so now we are recording.
- The day today is xxxxx xxt<sup>h</sup> xxxxxx 20xx, and the time now is x.xx pm.
- We are in Building xxx, room xxx, at Curtin Perth.
- My name is xxxxxx, and I have been appointed the investigator on this matter for Curtin University. Assisting me today is:

Turn to Director ISU:

... xxxxxx answers

- and we're speaking today with:

Turn to the Respondent:

... Respondent answers

- When I sent out the invitation to attend the interview, I indicated you could have a support person with you during the interview. xxxxx, do you have a support person with you today?

... Respondent answers YES

Turn to the Support person:

- and the support person is:

... Support Person answers

Continuing with the Support person:

- I need to also advise you that as a support person, your role is to offer support only. You are not to answer on behalf of the respondent and if you wish to advise the respondent not to respond, you need to ask for the recording to be stopped and then we will leave the room to allow you to speak to the respondent. Okay?

... Support Person answers

- When we talk today, I like to be referred to as xxxxx and I know that xxxxx likes to be called xxxxx, so how would you like us to refer to you today?

... Respondent answers

- and your support person?

... Support Person answers

- Before we started recording, we had a conversation in this room about how the interview was going to look like today. During the conversation, I mentioned to you that your attendance here today was voluntary. So are you willing to participate in the interview?

.. Respondent answers

- and you indicated that you agreed to the interview being recorded. Will you please confirm now that you agree to audio-recording?

... Respondent answers

- I want to make it clear that you are not required to answer all or any of our questions. If you don't wish to answer a question, just let me know. In this case, the investigation will continue on the information that is available. Are you OK with that?

... Respondent answers

- During the course of the interview, if I ask you a question a number of times, it's not necessarily because your answer is incorrect, it's just that I may not be clear on what you're telling me. If you are concerned about the line of questioning, you wish to take a break, or you wish to stop the interview – again please just let me know. Okay?

... Respondent answers

- I remind you that breaks can be taken at any time. In the event that we take a break, I'll go through the formal proceedings of stopping the recording, first stating the time and reason for pausing. Upon return, I will state the time, who is still in the room, and confirm with you that you wish to continue the interview. I will also summarise what was said in the interview room while the recorder was off. Okay?

... Respondent answers

- At the conclusion of the interview, if you wish to make a complaint about the interview process, then you can do that by contacting xxxxxx on ext xxxx. Okay?

... Respondent answers

- Let's begin. Today we are here to discuss the xxxxx allegation presented to you in a letter from xxxxxx, Professor xxxx xxxxx, dated x xxxx 20xx. The allegation, detailed in Attachment A to that letter, was made under section 68 (Managing Misconduct) of the Academic, Professional and General Staff Agreement 2017-2021 (hereafter referred to as "the Agreement"). I am aware that you received this correspondence, and formally responded to the allegation and particulars contained within it to the University on xxx 201x (hereafter known as "your Response"). Is this correct?

... Respondent answers

- As shown in Attachment A, the allegation, which has xxx parts to it, also has xx particulars. First, I am going to read the allegation:

*It is alleged that you have committed misconduct and/or serious misconduct, in breach of section 68 of the Agreement, in that xxxxxx*

*The allegation, if substantiated, may amount to misconduct or serious misconduct or both as defined in clause 68.5 of the Agreement.*

- Now, in order to address the above allegation, we need to consider the xx particulars, as presented to you in the correspondence dated x xxxxx 20xx. I will read out the particulars one by one, and we will discuss each one. Is that OK?

... Respondent answers

**Particular 1** states: xxxxxxxxx

- xxxxxx
- 

- xxxxxx
- 

- xxxxxx
- 

- (Respondent), would you like to make any comment in relation to particular 1?
- 

- (Director ISU), do you have any questions for xxxx?

Particular 2 states: xxxxxxxxxx

xxxxxx

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xxxxxx

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xxxxxx

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(Respondent), would you like to make any comment in relation to particular 1?

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(Director ISU), do you have any questions for xxxx?

etc

## **PART C: AT CONCLUSION OF RECORDING**

All right, well xxxx that concludes my formal line of questions for you. xxxxx do you have any questions of xxxx?

xxxxx, was there anything else that you wanted to say? Anything you wanted to clarify? Anything you'd like to know from us before we turn off the recording?

... Respondent answers

So what I'm going to do now is to wrap up the interview. As I mentioned earlier, you'll be provided with a copy of the audio, or a transcribed version of the audio, if you request this in writing. That will happen at the conclusion of the investigation. And as a staff member of the University, you're entitled to, as per the process, a copy of the final investigation report.

A stated at the beginning of the interview, if you have any complaints about your interactions with me or xxxxx here today, or any complaints about the process as it was conducted today, you may raise your concerns with xxxxxxxxxxxx. OK?

... Respondent answers

I'm going to stop the recording now, if there's nothing else to say.

... Respondent answers

The time is now xxxxx

**Stop recorder - end of Interview**