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| **Topic** |  | **Short explanation** |
| *Introduction* |  |  |
| Interviewer introduces himself/herself properly | Yes/no | ……………………………………….. |
| Interviewer explains subject and aim of interview | Yes/no | ……………………………………….. |
| Interviewer asks for consent | Yes/no | ……………………………………….. |
| *Questions* |  | ……………………………………….. |
| Interviewer uses inviting, logical opening questions | Yes/no | ……………………………………….. |
| Interviewer avoids biased questions | Yes/no | ……………………………………….. |
| Interviewer avoids closed questions | Yes/no | ……………………………………….. |
| Interviewer uses good probing questions | Yes/no | ……………………………………….. |
| **General remarks** | | |
| Position/attitude and non-verbal communication:  ………………………………………………………………………………………………………………. | | |
| Strong points interviewer:  ……………………………………………………………………………………………….……………… | | |
| Suggestions for improvement:  ………………………………………………………………………………………………………….…… | | |

Example: role playing game with observer (designed by Robbert Goverts, essb).