



<u>P</u>lanning & Preparation	<u>E</u>ngage & Explain	<u>A</u>ccount..Clarification & Challenge	<u>C</u>losure	<u>E</u>valuation
<ul style="list-style-type: none"> ➤ Plot events on a timeline for information retention ➤ What is known about interviewee and what needs to be established ➤ Points to prove, facts in issue ➤ Identify possible defences ➤ Practical issues (e.g. where, when, how.....) ➤ Aims and objectives ➤ Written plan 	<ul style="list-style-type: none"> ➤ Engage in a conversation ➤ First impressions ➤ Explain purpose of the interview ➤ Reason, routines, outline, expectations ➤ Assess needs of interviewee 	<ul style="list-style-type: none"> ➤ Uninterrupted Account ➤ High use of open questions, summaries ➤ Expanding and Clarify the Account ➤ Question Loop...Open, Probe, Summarise as appropriate, Link ➤ Done chronologically, methodically ➤ Locks person down into their account <p>.....Clarification & Challenge</p> <ul style="list-style-type: none"> ➤ Challenging the inconsistencies & contradictions ➤ Use the words of the interviewee, words of others and contradictory information/evidence ➤ Non accusatorial ➤ Ask interviewee to explain the differences between their account and the evidence 	<ul style="list-style-type: none"> ➤ Summarise account for mutual understanding ➤ All areas sufficiently covered ➤ Explain future activities ➤ Facilitate positive attitude of accurate and reliable information ➤ Review needs of interviewee ➤ Maintain professional style 	<ul style="list-style-type: none"> ➤ Evaluate information obtained ➤ Aims and objectives reached? ➤ Re evaluate evidence in investigation ➤ Evaluate own performance ➤ Evaluated by supervisor/advisor ➤ Needed for personal development