

Sample group interview – Multi-disciplinary team member

PURPOSE: When might you conduct a group interview with law enforcement leadership / investigators?

- This interview might be used when a team is moving to a different stage of the work, to assess current dynamics and perceptions about the team’s status and progress.
- It may also be used when team momentum or participation has slowed down, to assess what changes might revitalize member participation.
- This interview can also be used as an annual or bi-annual check in to help team leadership keep team morale and involvement high and anticipate needed adjustments.

GOALS: What do you want to learn from the survey?

- What are team members’ perceptions of team purpose and progress?
- What are team members’ suggestions for possible changes?
- What is working well? Do team members have suggestions about ways to improve process or progress, or to increase member participation?
- What issues get in the way of the team realizing its potential as a successful collaboration?

PREPARATION STEPS

- **Interview Set Up** – Identify a potential participant group for the interview, and engage key community or agency leadership in recruiting and encouraging participation.
- **Test Your Questions** – Run through questions a final time (with another person, if possible) to ensure they will elicit relevant responses, are in the proper order (general to specific), and make logical sense.
- **Send Reminders** – Send an email/phone call to remind participants about the day/time/location of interview.
- **Do You Have Everything?** – One quick check to make sure everything (name tags, poster paper, markers, recorder, etc.) is packed and ready to go.
- **Arrive Early** – Give yourself enough time to set up the room, food, or anything that needs to be taken care of before participants arrive.
- **Be Inviting** – Create a warm and friendly environment. You will not only make participants feel welcomed, but you will also put them at ease.

INTERVIEW SCRIPT OUTLINE

- Welcome, make introductions, and thank participants
- Review the purpose of the focus group interview
- Review the ground rules.
- Conversation
- Debrief

THE OPENING

Welcome! I’m (Insert name here), and I’m going to be facilitating our conversation today. Our Assistant Facilitator (insert name here) will be documenting our conversation. I want to begin by thanking you all for taking the time to join us today. We want you to know how much we appreciate your participation and that the information you share will be put to good use.

As you know, we are here to learn more about your perceptions of sexual violence in the community and services available to address it. We are here representing the SART, which is made up of agencies involved in responding to sexual assault cases, including advocacy, prosecution, law enforcement, healthcare providers, and other community agencies.

Our hope is to deepen our understanding of how the community perceives sexual violence and the services available to address it. We’re interested in your perceptions about what is working well, and what kinds of support and assistance might foster beneficial changes to addressing sexual violence.

As I mentioned before, (Insert AF Name) will be documenting our conversation, and diligently capturing the thoughts and opinions expressed today. We do this to aid our memory as we later try to recall and organize what you’ve shared with us. We want to accurately capture what you’ve said.

We want you to know that the information collected here will remain anonymous, and you will not be associated with any individual answer or comment. The more honest and candid your responses, the more useful it will be towards informing our multi-disciplinary team's process and outcomes. Responses will only be shared in summary form.

Does anyone have any questions before I go on?

Before we get started, let's talk about some guidelines for our time together. First of all, we will be asking about your opinions, ideas, and experiences, so there are no right or wrong answers. As I mentioned, (Insert AF Name) is going to be documenting the conversation, so it's important that only one person is speaking at a time, so that she can capture what's said. Your participation in this interview and the views you express will have no impact, positive or negative, on community services you are eligible for or with the agencies represented by the SART. Again, please share your views candidly.

We ask that everyone respect one another's privacy about what is said here by not sharing or discussing it outside of this conversation. There's no expectation that you'll agree with what others share, but it's important that everyone listen to all ideas shared, and that each person gets a chance to share their thoughts and ideas and be listened to. During the conversation, I'd ask that you direct your comments to one another, and not just to me. We'd like this to be a conversation with the full group.

At this time I would ask that you each power off or silence your cell phones. If you must respond to a call, please separate from the group quietly and rejoin us as quickly as you're able.

Any final questions before we get started?

THE INTERVIEW / CONVERSATION

- How would you describe this team's work?
- How important do you think this team's work is to the broader community? How do you think the community perceives the team's work?
- What is your agency's view of this team's work? How does it see the team's role?
- All teams have their own dynamics and personalities. How would you describe the dynamics between the team members in this group?
- How would you describe the comfort level within the team about sharing or raising issues with which all team members might not agree?
- How well do team members understand their role and purpose in the group?
- How clear is the role and purpose of the team to you as members?
- Are meetings generally a good use of your time? What changes would you suggest to make them more useful?
- How effective do you think the SART team is at reaching its goals? Please give some examples.
- What do you think have been the team's most important accomplishments?
- What else do you think is important to share about your experience with this team?

INTERVIEW TIPS

- **Draw out all responses** – Allow ample time as well as silences, in order to hear all relevant thoughts and opinions. Don't rush through the questions, but be mindful of time.
- **Exercise flexibility** - Capitalize on unanticipated comments and useful directions the discussion may take. Explore and move flexibly into unplanned aspects of the topic, but be careful about unnecessary or irrelevant divergences.
- **Who isn't speaking** – After 1-3 questions, make note of quiet participants and ask if they have anything they'd like to share without putting them on the spot. This gives them an opening to join the conversation.
- **Summarize responses:** After the discussion from each question, summarize the response and check for validation of your summary. "So what I'm hearing is..." "Would it be safe to say..." "My understanding is..."

DEBRIEF WITH CO-FACILITATORS

- See the ["How to Conduct a Systematic Analysis Process"](#) section of [Group Interview Guide](#).