

questionnaires had been stuffed into envelopes, they were grouped by ZIP Code, tied in bundles, and delivered to the post office.

Shortly after the initial mailing, questionnaires and postcards began arriving at the research office. Questionnaires were opened, scanned, and assigned identification numbers, as described earlier in this chapter. For every postcard received, a search was made for that student's remaining labels, and they were destroyed.

After 2 or 3 weeks, the remaining mailing labels were used to organize a follow-up mailing. This time a special, separate letter of appeal was included in the mailing piece. The new letter indicated that many students had returned their questionnaires already, and it was very important for all others to do so as well.

The follow-up mailing stimulated a resurgence of returns, as expected, and the same logging procedures were continued. The returned postcards told us which additional mailing labels to destroy. Unfortunately, time and financial pressures made it impossible to undertake a third mailing, as had been initially planned, but the two mailings resulted in an overall return rate of 62 percent.

This illustration should give you a fairly good sense of what's involved in the execution of mailed self-administered questionnaires. Let's turn now to the second principal method of conducting surveys: in-person interviews.

Interview Surveys

The **interview** is an alternative method of collecting survey data. Rather than asking respondents to read questionnaires and enter their own answers, researchers send interviewers to ask the questions orally and to record respondents' answers. Interviewing is typically done in a face-to-face encounter, but telephone interviewing, discussed in the next section, follows most of the same guidelines.

interview A data-collection encounter in which one person (an interviewer) asks questions of another (a respondent). Interviews may be conducted face to face or by telephone.

Most interview surveys require more than one interviewer, although you might undertake a small-scale interview survey yourself. Portions of this section will discuss methods for training and supervising a staff of interviewers who are assisting you with a survey.

This section deals specifically with survey interviewing. Chapter 10 discusses the less-structured, in-depth interviews often conducted in qualitative field research.

The Role of the Survey Interviewer

There are several advantages to having a questionnaire administered by an interviewer rather than a respondent. To begin with, interview surveys typically attain higher response rates than do mail surveys. A properly designed and executed interview survey ought to achieve a completion rate of at least 80 to 85 percent. (Federally funded surveys often require one of these response rates.) Respondents seem more reluctant to turn down an interviewer standing on their doorstep than to throw away a mailed questionnaire.

The presence of an interviewer also generally decreases the number of "don't knows" and "no answers." If minimizing such responses is important to the study, the interviewer can be instructed to probe for answers ("If you had to pick one of the answers, which do you think would come closest to your feelings?").

Interviewers can also serve as a guard against questionnaire items that are confusing. If the respondent clearly misunderstands the intent of a question, the interviewer can clarify matters, thereby obtaining relevant responses. (As we'll discuss shortly, such clarifications must be strictly controlled through formal specifications.)

Finally, the interviewer can observe respondents as well as ask questions. For example, the interviewer can note the respondent's gender without having to ask. Similar observations can be made regarding the quality of the dwelling, the presence of various possessions, the respondent's ability to speak English, the respondent's general reactions to the study, and so forth. In one survey of students, respondents were given a short, self-administered questionnaire to complete—concerning sexual attitudes and behavior—during the course of the interview.

While a student completed the questionnaire, the interviewer made detailed notes regarding the dress and grooming of the respondent.

This procedure raises an ethical issue. Some researchers have objected that such practices violate the spirit of the agreement by which the respondent has allowed the interview. Although ethical issues are seldom clear-cut in social research, it's important to be sensitive to them (see Chapter 3).

Survey research is of necessity based on an unrealistic stimulus–response theory of cognition and behavior. Researchers must assume that a questionnaire item will mean the same thing to every respondent, and every given response will mean the same thing when given by different respondents. Although this is an impossible goal, survey questions are drafted to achieve the ideal as closely as possible.

The interviewer must also fit into this ideal situation. The interviewer's presence should not affect a respondent's perception of a question or the answer given. In other words, the interviewer should be a neutral medium through which questions and answers are transmitted.

As such, different interviewers should obtain exactly the same responses from a given respondent. (Recall our earlier discussions of reliability.) This neutrality has a special importance in area samples. To save time and money, a given interviewer is typically assigned to complete all the interviews in a particular geographic area—a city block or a group of nearby blocks. If the interviewer does anything to affect the responses obtained, the bias thus interjected might be interpreted as a characteristic of that area.

Let's suppose that a survey is being done to determine attitudes toward low-cost housing in order to help in the selection of a site for a new government-sponsored development. An interviewer assigned to a given neighborhood might—through word or gesture—communicate his or her own distaste for low-cost housing developments. Respondents might therefore tend to give responses in general agreement with the interviewer's own position. The results of the survey would indicate that the neighborhood in question strongly resists construction of the development in their area when in fact their apparent resistance simply reflects the interviewer's attitudes.

General Guidelines for Survey Interviewing

The manner in which interviews ought to be conducted will vary somewhat by the survey population and, to some degree, by the nature of the survey content. Nevertheless, some general guidelines apply to most interviewing situations.

Appearance and Demeanor

As a rule, interviewers should dress in a fashion similar to that of the people they'll be interviewing. A richly dressed interviewer will probably have difficulty getting good cooperation and responses from poorer respondents; a poorly dressed interviewer will have similar difficulties with richer respondents. To the extent that the interviewer's dress and grooming differ from those of the respondents, it should be in the direction of cleanliness and neatness in modest apparel. If cleanliness is not next to godliness, it appears to at least be next to neutrality. Although middle-class neatness and cleanliness may not be accepted by all sectors of U.S. society, they remain the primary norm and are the most likely to be acceptable to the largest number of respondents.

Dress and grooming are typically regarded as signs of a person's attitudes and orientations. At the time this is being written, torn jeans, green hair, and razor-blade earrings may communicate—correctly or incorrectly—that the interviewer is politically radical, sexually permissive, in favor of drug use, and so forth. Any of these impressions could bias responses or affect the willingness of people to be interviewed.

In demeanor, interviewers should be pleasant if nothing else. Because they'll be prying into a respondent's personal life and attitudes, they must communicate a genuine interest in getting to know the respondent without appearing to pry. They must be relaxed and friendly without being too casual or clingy. Good interviewers also have the ability to determine very quickly the kind of person the respondent will feel most comfortable with, the kind of person the respondent would most enjoy talking to. Clearly, the interview will be more successful if the interviewer can become the kind of person the respondent is comfortable with. Further, because respondents are asked to volunteer a portion of their time and

to divulge personal information, they deserve the most enjoyable experience the researcher and interviewer can provide.

Familiarity with the Questionnaire

If an interviewer is unfamiliar with the questionnaire, the study suffers and the respondent bears an unfair burden. The interview is likely to take more time than necessary and be unpleasant. Moreover, the interviewer cannot acquire familiarity by skimming through the questionnaire two or three times. He or she must study it carefully, question by question, and must practice reading it aloud.

Ultimately, the interviewer must be able to read the questionnaire items to respondents without error and without stumbling over words and phrases. A good model is the actor reading lines in a play or movie. The lines must be read as though they constituted a natural conversation, but that conversation must follow exactly the language set down in the questionnaire.

By the same token, the interviewer must be familiar with the specifications prepared in conjunction with the questionnaire. Inevitably some questions will not exactly fit a given respondent's situation, and the interviewer must determine how the question should be interpreted in that situation. The specifications provided to the interviewer should give adequate guidance in such cases, but the interviewer must know the organization and contents of the specifications well enough to refer to them efficiently. It would be better for the interviewer to leave a given question unanswered than to spend 5 minutes searching through the specifications for clarification or trying to interpret the relevant instructions.

Following Question Wording Exactly

The first part of this chapter discussed the significance of question wording for the responses obtained. A slight change in the wording of a given question may lead a respondent to answer "yes" rather than "no." It follows that interviewers must be instructed to follow the wording of questions exactly. Otherwise, all the effort that the developers have put into carefully phrasing the questionnaire items to obtain the information they need and to ensure that respondents interpret items precisely as intended will be wasted.

While I hope the logic of this injunction is clear, it's not necessarily a closed discussion. For example, Giampietro Gobo (2006) argues that we might consider giving interviewers more latitude, especially when respondents make errors that are apparent to the interviewer on the spot. Allowing the interviewer to intervene, as he notes, does increase the possibility that the interviewer's understanding and opinions may influence the data collected.

Recording Responses Exactly

Whenever the questionnaire contains open-ended questions, which solicit the respondent's own answer, the interviewer must record that answer exactly as given. No attempt should be made to summarize, paraphrase, or correct bad grammar.

This exactness is especially important because the interviewer will not know how the responses are to be coded. Indeed, the researchers themselves may not know the coding until they've read a hundred or so responses. For example, the questionnaire might ask respondents how they feel about the traffic situation in their community. One respondent might answer that there are too many cars on the roads and that something should be done to limit their numbers. Another might say that more roads are needed. If the interviewer recorded these two responses with the same summary—"congested traffic"—the researchers would not be able to take advantage of the important differences in the original responses.

Sometimes, verbal responses are too inarticulate or ambiguous to permit interpretation. However, the interviewer may be able to understand the intent of the response through the respondent's gestures or tone. In such a situation, the interviewer should still record the exact verbal response but should also add marginal comments giving both the interpretation and the reasons for arriving at it.

More generally, researchers can use any marginal comments explaining aspects of the response not conveyed in the verbal recording, such as the respondent's apparent anger, embarrassment, uncertainty in answering, and so forth. In each case, however, the exact verbal response should also be recorded.

Probing for Responses

Sometimes respondents in an interview will give an inappropriate or incomplete answer. In such cases, a **probe**, or request for an elaboration, can be useful. For example, a closed-ended question may present an attitudinal statement and ask the respondent to strongly agree, agree somewhat, disagree somewhat, or strongly disagree. The respondent, however, may reply: “I think that’s true.” The interviewer should follow this reply with “Would you say you strongly agree or agree somewhat?” If necessary, interviewers can explain that they must check one or the other of the categories provided. If the respondent adamantly refuses to choose, the interviewer should write in the exact response given by the respondent.

Probes are more frequently required in eliciting responses to open-ended questions. For example, in response to a question about traffic conditions, the respondent might simply reply, “Pretty bad.” The interviewer could obtain an elaboration on this response through a variety of probes. Sometimes the best probe is silence; if the interviewer sits quietly with pencil poised, the respondent will probably fill the pause with additional comments. (Newspaper reporters use this technique effectively.) Appropriate verbal probes might be “How is that?” or “In what ways?” Perhaps the most generally useful probe is “Anything else?”

Often, interviewers need to probe for answers that will be sufficiently informative for analytic purposes. In every case, however, such probes must be completely neutral; they must not in any way affect the nature of the subsequent response. Whenever you anticipate that a given question may require probing for appropriate responses, you should provide one or more useful probes next to the question in the questionnaire. This practice has two important advantages. First, you’ll have more time to devise the best, most neutral probes. Second, all interviewers will use the same probes whenever they’re needed. Thus, even if the probe isn’t perfectly neutral, all respondents will be presented with the same stimulus. This is the same logical guideline that we discussed for question wording. Although a question should not be loaded or biased, every respondent must be presented with the same question, even if it is biased.

Coordination and Control

Most interview surveys require the assistance of several interviewers. In large-scale surveys, interviewers are hired and paid for their work. Student researchers might find themselves recruiting friends to help them interview. Whenever more than one interviewer is involved in a survey, their efforts must be carefully controlled. This control has two aspects: training interviewers and supervising them after they begin work.

The interviewers’ training session should begin with the description of what the study is all about. Even though the interviewers may be involved only in the data-collection phase of the project, it will be useful for them to understand what will be done with the interviews they conduct and what purpose will be served. Morale and motivation are usually lower when interviewers don’t know what’s going on.

The training on how to interview should begin with a discussion of general guidelines and procedures, such as those discussed earlier in this section. Then the whole group should go through the questionnaire together—question by question. Don’t simply ask if anyone has any questions about the first page of the questionnaire. Read the first question aloud, explain the purpose of the question, and then entertain any questions or comments the interviewers may have. Once all their questions and comments have been handled, go on to the next question in the questionnaire.

It’s always a good idea to prepare specifications to accompany an interview questionnaire. *Specifications* are explanatory and clarifying comments about handling difficult or confusing situations that may occur with regard to particular questions in the questionnaire. When drafting the questionnaire, try to think of all the problem cases that might arise—the bizarre (or not so bizarre) circumstances that might make a

probe A technique employed in interviewing to solicit a more complete answer to a question. It is a nondirective phrase or question used to encourage a respondent to elaborate on an answer. Examples include “Anything more?” and “How is that?”