

Name:

<b>Day of the interview</b>	
<b>Time of the interview</b>	90' :
<b>Details / notes</b>	

**BEFORE THE INTERVIEW**

<b>Preparations for the interview</b>	<p><b>When visiting the interviewee to deliver the diary:</b></p> <ul style="list-style-type: none"> <li>• Thank them they're taking part. Explaining the aim of the research and what CARET does.</li> <li>• Going through the diary; WE explaining them.</li> <li>• We give an example.</li> <li>• They give an example. ( If the example they're giving is a bit vague or not 'good enough', we can consider taking a step back and doing a thinking exercise about all the people they have interactions with about their work or research.)</li> <li>• Any questions?</li> <li>• Arrange interview dates.</li> </ul>
<b>Background information</b> <i>(encircle or make bold)</i>	<ul style="list-style-type: none"> <li>• <b>Job:</b> _____</li> <li>• <b>Faculty or Department:</b> No / Yes : _____</li> <li>• <b>College:</b> No / Yes: _____</li> <li>• <b>Part-time / full-time working</b></li> <li>• <b>Ever been working as a non-academic?</b> Yes / no</li> <li>• <b>How long working as an academic:</b> _____</li> <li>• <b>How long working in Cambridge:</b> _____</li> <li>• <b>Work includes:</b> Research / Teaching / Supervising / Giving workshops / Other: _____</li> <li>• <b>Subject if teaching :</b> _____</li> <li>• <b>Originated:</b> Cambridge / UK / Not UK</li> <li>• <b>Social networking:</b> FB / CT / Linked In / Academic.edu / Other / None</li> </ul>
<b>Don't forget</b>	<ul style="list-style-type: none"> <li>• original diary</li> <li>• 2 copies of the diary</li> <li>• Interview questions, notes and pen</li> <li>• Brown paper</li> <li>• Coloured and black pens (thin/thick)</li> <li>• Circles of influence</li> <li>• Post-its: different colours</li> <li>• Biscuits and tea</li> <li>• Money</li> <li>• Bluetack</li> </ul>

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## DURING THE INTERVIEW

- **Explaining the interview**

### 1. BACKGROUND INFORMATION

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- What's your job?
  - Can you tell us a bit more about your job so it becomes clear to us?
- Are you a member of a department or a college?
  - What department?
  - What college?
- Do you work part-time or full-time?
  - How does that work for you?
- Have you ever taken a career break?
- Have you always been working as an academic?
- Have you always been working in Cambridge?
- Does your work include research/ teaching/ supervising/ giving workshops or conferences/ something else?
- If you're teaching, what subject are you teaching?
- (Where are you actually from?)

### 2. LOOKING AT THE DIARY

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- Questions about the diary: see the diary
- What did you do during the other days?

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<b>3. CAREER QUESTIONS: CAREER BREAKS/ PART-TIME OR FULL-TIME/ EXTERNAL ROLES AND CAREERS</b>
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 5'

### **Career breaks**

- Have you ever taken a career break? (For example: maternity leave, sick leave or leave to care for another person?)
- Did you try to keep up with academic developments while you were on your leave?
  - How did you do that?
- Did you try to keep up your research while you were on your leave?
  - How did you do that?
- How was it to start working again?
- Do you feel that the break affected your career in the longer term?

### **Part-time / Full-time**

- Do you work part-time or full-time at the University?
- In what way does this affect how many people you get to meet, you think?
- In what way does this affect the time you can spend exchanging ideas with colleagues?

### **External roles and careers**

- Do you have professional role outside the University?
  - How does that work for you?
  - How did that begin?
- In what way does that influence your role and work in the University?

<b>4. SUPERVISING</b>
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- How did you know the system of supervising here at Cambridge?
- How did you start supervising? (Did someone ask you to supervise?)
- Did you take a course to learn how to supervise?
  - Was it useful?
- How do you arrange supervisions?
- Do you talk to other supervisors about how to supervise?
  - Who do you talk to?
  - Why do you talk to them?
- Would you like to talk to other supervisors about supervising?
- How do you prepare for a supervision?
- How much time do you spend in preparing supervisions?
- Do your students send you anything before the supervision?
- What resources do you need for supervising?
- Do you share resources with your students?
- What information do you share with your students
  - How?

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- Do you communicate with your students outside the supervisions?
  - How?
  - Why?
- What do you tell your students if you don't know something?
- Have you ever put them in touch with someone else?
- In what way do you think you have an impact on their work/learning?

<b>5. RESEARCH</b>	 <b>5'</b>
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- Have you been reading something for your research lately?  
(A book or an article for example?)
  - How did you find out about it?
  - Is this usually how you find out about useful resources for your research?
- What's the best way you've found to find out about useful resources for your research?
  - How does that work for you?
- Do you usually tell others about the useful resources you find?
- How do you find out about recent developments in your field?
  - How does that work for you?
  - How could it be better?
- Do you read blogs written by other people in your field of research?
- How do you find out about recent articles in your field?
  - Would you share it with other people?
  - How?
- Have you ever got in contact with someone because you've read something they've written?
  - Who was it?
  - How did you contact them?
  - How did you find out their contact detail?
  - Why did you want to contact them?
  - How did you feel about contacting them?
  - How did they respond?
  - Did you meet in person?
  - Did you achieve what you wanted to?
  - Did you stay in contact?
- Has anyone ever got in contact with you because they've read something you've written?
  - Who was it?
  - How did they contact you?
  - Do you know how they found out your contact details? How?
  - What did they ask you about?
  - How did you feel when they contacted you?
  - How did you respond?
  - Did you meet in person?
  - Did you stay in contact?

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<b>6. TEACHING</b>	 <b>5'</b>
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- What do you teach?
- How did you start teaching?
- How often do you teach?
- To whom do you teach?
  
- How do you let the students know where and when the lecture will be?
- Did you ever need to cancel a lesson?
  - How did you let the students know about it?
  - How do you think they felt?
  
- Has a student ever contacted you because of some reason?
  - What would they contact you for?
  - What do you do then?
- Has a student ever asked you for more information about a lesson, e.g. because he couldn't attend the lesson?
  - What do you do then?
  - In what way would you share the information then with this student?
  
- In what way do you share the information with the students? (e.g. hand-outs, ppt...)
  - How do you share this with them? (e.g. CamTools, other internet ways, hand out during lecture, not...)
  - Why do you use this way of sharing?

<b>7. GENERAL QUESTIONS</b>	 <b>5'</b>
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### **Sharing files and resources**

- Do you share files with other people? (e.g. written files...)
  - How do you share them? (e.g. using CamTools, just sending them by email...)
  - What kind of files are you sharing then?
  - Who do you share files with?
  
- Is there a way of sharing you like to use the most?
  - Why?
  - Is this also the way you really use the most for sharing?
  - Why would you use that way of sharing the most? (what works well about it?)
  - Are there things that could be improved about it?

### **Permitted sharing and resources exploration**

- Do you ever want to share resources with others? (e.g. conference presentations)
  - If so, do you ever want to share resources with restricted groups? (e.g. only people in your department?)
  
- Do you try to find resources that other academics have created? (e.g. to read someone else's conference presentation?)

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- How?

### **Sharing and gaining advice and ideas**

- If you were looking for advice from another academic, how would you go about getting it?
- If you were looking for a different viewpoint from an academic in a different field, how would you go about getting it?
- Do you share ideas and advice with other academics around you?
  - How?
- What would you think if someone you didn't know contacted you to get advice?
- Would the means of communication someone used to contact you affect your response?
  - In what way?

### **Conferences and workshops**

- Have you attended any conferences or workshops since you started your graduate studies?
  - In what way was it useful?
- Did it change your ideas about something to do with your research?
- Do you think you learnt more in the official sessions or in workshops or in social parts of the conferences?
- Did you present a paper?
  - Did you get any useful feedback?
- Did you meet anyone new?
  - Did you meet up with people you knew already?
  - Did you try to identify people you might like to speak to in advance?
  - Did you contact them in advance?
  - Did you talk about your research/work?
  - Did you find out about other people's research?
  - Did you find out about new developments in your field?
- Did you keep in touch with anyone you met there?
- Did you keep in touch with anyone whose papers you heard of?
- Have you met up with any of them since?
- Would you contact them now?

### **Talks and events**

- Do you ever go to talks or events?
- How can you find out about interesting talks and events at Cambridge?
- How can you make sure that other people find out about the interesting events and talks that you're running?

### **Social networks**

- In what way does social networking influence your learning or work?
  - What social networks are you part of?
- Do you have a blog?
  - What kind of thing do you put on your blog?
  - Why do you blog?

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- Who do you think reads it?

## Profiles

- Do you currently have an online profile or website?
  - Where is it? (e.g. Academia.edu, Faculty website)
- If so, what inspired you to create it?
- If not, is there a reason why you don't have one?
- Do you think it's been useful?
- What information do you have on it?
- Why did you put that information on it?
- Who did you intend it for? (e.g. potential PhD students?)
- Do you keep it up to date?
- Is there any information you deliberately didn't want to put on it?
- Has anyone ever contacted you because of your online profile or site?
- Do you think people look at your profile or site?

<b>8. COLLEGE / DEPARTMENTAL INFORMATION</b>	 <b>5'</b>
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## Inter-departmental collegial

- Are you working in a department or in a college?
- Do you get to hear about the research/work other people in your department/college are doing?
- Do you enjoy hearing about their research/work?
- Are there formal ways to hear about their research? (e.g. a weekly reading group, a termly presentation session, or other meeting?)
  - What's good about that?
  - Are there ways you'd like to improve that?
- Are there informal ways to hear about other people's research/work? (e.g. regular pub night, happy hour, tea break, lunch outing, or other...)
  - Can you tell us a bit more about your social life?
  - How is this organized?
- Do you get to hear about research/work that other people who aren't in your college or department are doing?
  - How?
  - Do you enjoy hearing about their research/work?
  - Do you think it helps your research/work?
- Do you tell other people who aren't in your college or department about your research?
  - Is it helpful to tell them about your research?

## Your colleagues

- Do you think that your colleagues have a good idea of what you do?
- Do you think that your colleagues (within the Dept or college) are aware of the full range of your career and experiences?
- Do you think it's easy for new colleagues to find out about what you do?
- Do you think it's easy for colleagues to find out if there are things that you could help them with?

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<b>9. CLOSURE QUESTIONS: NETWORK / PIECHART/ WRAP-UP</b>
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**Circles of influence** (if this exercise is useful)

- In the beginning you draw your circles of influence. Now that we went through your diary, are there any things you want to tell us or is there something you want to add or explain to this drawing?

**Draw a piechart**

- We would like you to draw a pie chart that shows us how your time is usually divided in work and not work, not including eating and sleeping.

**Anything else**

- Is there anything else you want to tell us that we forgot to talk about and which you think we might think is interesting for us?



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**AFTER THE INTERVIEW**

<b>Feedback:</b>	Good stuff: <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul> Could be better next time / Problems / Remarks: <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
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