

## ROUTINES-BASED INTERVIEW NOTE TAKING CHECKLIST

Note taker: \_\_\_\_\_

Items Correct: \_\_\_\_\_ Scored: \_\_\_\_\_ %: \_\_\_\_\_

Observer: \_\_\_\_\_

**Scoring.** + Observed as described. +/- Partially observed. – Not observed or observed to be incorrect.

**ALL BOLD ITEMS MUST BE OBSERVED AS DESCRIBED**

Did the interviewers		Comments
4. If a dedicated note taker is used, discuss how much the lead interviewer wants help with questions?		
5. Organize notes by routine, with a clear heading for each?		
6. Write down concerns and other significant information (not details)?		
7. Aim for about 3 stars for most routines?		
8. Place the stars in the left-hand margin?		

9. Check with the dedicated note taker, if being used, to ensure he or she has noted concerns?	
10. Dedicated note taker: Ask clarifying questions, for repetition, or additional information?	
11. Include the 1-5 rating for each routine?	
12. Dedicated note taker: Prompt the lead to ask for the rating, if necessary?	
13. Dedicated note taker: Help the lead if any difficulties arise (e.g., dead time, family doesn't understand the question, lead doesn't understand the answer), but staying within the agreed-upon role?	
14. Dedicated note taker: Move next to a parent (recap occurs only with families, not teachers) and recap (i.e., summarize) the starred concerns?	
15. <b>Recap in 5-7 minutes, mentioning all concerns and organized by routines</b>	
16. During the recap, check the parent's understanding, from time to time, but not elicit or reinforce additional discussion, unless necessary for clarification?	



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