

Interviewer Instructions

1. The interviewer will not be seen; only the voice will be heard. The interviewee, however, will be seen throughout. See the following sheet for tips to share on what the interviewee should wear for camera interviews. These are tips only and by no means requirements.
2. Plan for your questions and the answers of the interviewee to last approximately one hour. Follow the outline provided below.
3. To insure a smooth interview, we recommend that the interviewer meet with the interviewee prior to the interview date for a pre-interview. Go over the process and the topics you intend to cover. Ask if there are any issues the interviewee would particularly like to discuss. Also, ask if there are any subjects the interviewee does not want to mention (and then follow that instruction).
4. During the pre-interview, ask the interviewee to bring to the interview memorabilia such as photos of themselves, family, friends, colleagues, court houses, significant events, mentors, copies of publications, degrees, etc. These items should be captured on film the day of the interview and returned that same day.
5. Ask open ended questions.... Do NOT retell the interviewee's story. Act as though you are meeting the interviewee for the first time. Ex. Do not say "You worked as a judge for the fifth circuit court of appeals. Tell me about it." Instead ask, "What was your job title? And what did you do?" The second question will force the interviewee to say "I was a judge for the fifth circuit court of appeals. During that time, I....."
6. Don't let periods of silence fluster you. Give your narrator a chance to think of what she wants to add before moving to the next question. Relax, write a few words on your note pad.
7. You are creating a record for posterity. Encourage the interviewee to use the full names of people to whom he refers, e.g. "Judge John Doe" as opposed to just "Judge Doe."
8. When the interviewee has finished answering the last question, thank him for his participation to show that the interview has ended. Wait for the signal from the videographer that the camera has stopped running.
- 9. Be certain you do not leave until you have the biographical data form and release form are completed and signed.**
10. Review the Video Requirement form to assure the best quality and usability on the website.

Interviewer Outline

I. Introduction by Interviewer

Include your (the interviewer) name, date, place, “interview being conducted for the Legal Legacy Project of the Arizona Bar Foundation.”

II. BACKGROUND

Begin with the asking the interviewee to state his full name and full date of birth.

A. Birth:

- a. Parents (their names, places and dates of birth, business, political and community activities and interests)

B. Childhood:

- a. Community (home, friends, recreation, travel, hobbies, reading)
- b. School (teachers, classes, special events)
- c. Part-time or summer work experience

C. College:

- a. How chosen
- b. Influential teachers and courses, study habits, friends, extracurricular activities, part-time or summer work

D. Community:

- a. Military service?
- b. Non-legal career or jobs and civic function volunteer, if any
- c. Impact of major social, economic and political events

E. Law School:

- a. How interest in the law began (did you know any lawyers?)
- b. Choice of law school
- c. Professors, courses
- d. Friends, activities, work
- e. Assessment of value of law school curriculum

F. Family

- a. Spouse (maiden name if applicable), Children, Grandchildren
- b. Are there any lawyers or potential lawyers in the family? Would you recommend the law as a career to them?

III. CAREER AS LAWYER

A. Early experience:

- a. Bar exam, job search
- b. Beginning salary; comparison with other professions
- c. First clients, cases
- d. Daily routine (working hours, lunch, office location) Description of surrounding community
- e. Law Firm/Law Department
- f. First day at the office
- g. Responsibilities as an associate
- h. Partners and other associates
- i. Strong influences on early career (people, events)

B. Evolving career:

- a. Practice specialty (how developed, changes)
- b. Professional and political outlook and affiliations
- c. Work habits
- d. Local bar and bench
- e. Influence of State Bar
- f. Other lawyers, business people, and colleagues
- g. Professional, economic and social atmosphere of local community
- h. Involvement in local, state, national politics
- i. Impact of major events (wars, civil rights movement, women's movement)
- j. Impact of legislation on your specialty
- k. Changes in office technology
- l. Becoming a partner
- m. Major firm clients, matters and cases
- n. Changes in law firm administration (leadership and decision making, recruiting and hiring, committee system)
- o. Newly developing practice areas
- p. Recollections of judges and other lawyers
- q. Trial strategies, business practice and counseling strategies
- r. How corporate culture is passed down
- s. Business development and future planning, geographical expansion

IV. COMMUNITY ACTIVITIES AND CAREER OVERVIEW

- A. Professional and other organizations**
- B. Impact of career on family life and social activities**
- C. Rewards and advantages of career**
- D. Hardships and pitfalls**
- E. Major contributions to society and legal history**

V. THE PRESENT

- A. Current activities**
- B. Projects yet to be accomplished**

VI. SECOND TO LAST QUESTION

The second to last question to the interviewee should be "Is there anything else you wish I had asked and you would like to tell us?"

VII. FINAL QUESTION

The final question should be prefaced by saying, "My final question to you is" to give a signal to the interviewee to wrap things up. The final question should be determined in advance, e.g. "How would you like to be remembered?" or "Of what accomplishment are you so far the most proud?" or "What accomplishment has given you the most satisfaction?"

REMEMBER: Please remember to ask for memorabilia to photograph, ask for completed Biographical form and Release form.

Tips for What To Wear on Camera¹

MEN: WHAT TO WEAR ON CAMERA

- Avoid stark white or bright yellow shirts that tend to reflect light and be too vivid on camera.
- Avoid black suits, which tend to diminish your appearance because they absorb too much light.
- Avoid patterns even close pinstripes in your shirts, ties or suits as these do not work well on camera
- Avoid short sleeve shirts. Short sleeves give an informal look.
- Avoid shiny jewelry and metal tie clips, which reflect light back into the lens of the camera.
- Avoid wearing a new clothes for the very first time. You need to know in advance that everything fits and feels good so that you feel comfortable.
- Best bets are navy blues, purples, dark creams and browns.
- Bring clothes made of natural fabrics that tend to breathe easily under the warm studio lights.
- Bring two or three neckties that match your suit (to try out on camera). Make sure neckties are non-shiny and loosely patterned.
- Bring a medium colored handkerchief for your inside pocket if you tend to perspire.

WOMEN: WHAT TO WEAR ON CAMERA

- Avoid stark white or bright yellow shirts that tend to reflect light and be too vivid on camera.
- Avoid black suits, which tend to diminish your appearance because they absorb too much light.
- Avoid patterns even close pinstripes in your shirts, ties or suits as these do not work well on camera
- Avoid short sleeve shirts. Short sleeves give an informal look.
- Avoid shiny jewelry and metal tie clips, which reflect light back into the lens of the camera.
- Avoid wearing a new clothes for the very first time. You need to know in advance that everything fits and feels good so that you feel comfortable.
- Best bets are navy blues, purples, dark creams and browns.
- Bring clothes made of natural fabrics that tend to breathe easily under the warm studio lights.
- Bring two or three neckties that match your suit (to try out on camera). Make sure neckties are non-shiny and loosely patterned.
- Bring a medium colored handkerchief for your inside pocket if you tend to perspire.
- Avoid wearing sleeveless dresses or tops (even in the summer) that are not accompanied by a matching jacket or ensemble. Short sleeves give an informal look and bare arms may draw the viewer's eye away from your face. With makeup on your face, your arms will appear much lighter in color on camera.
- Avoid wearing a new suit for the very first time. You need to know in advance that everything fits and feels good so that you feel comfortable.
- Avoid large jewelry that may sparkle, shine or dangle in the light (such as long earrings and gold necklaces worn outside).
- Avoid jewelry that rattles, clicks and clanks such as multiple bracelets or long necklaces. These tend to brush up against your microphone, causing distracting noise.

¹ http://www.nacubo.org/Distance_Learning/Speakers_Corner/What_To_Wear_On_Camera.html