



Interview summary report

Instructions and template

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Assignment

Expected time commitment 4 hours

Conduct 1 interview with a relevant stakeholder and submit a summary report by April 23

The assignment focuses on undertaking a 45-60 minute interview with a relevant stakeholder of your choice in order to further assist you with development and implementation of your PAP. This interview summary report will reflect on your findings and relevance to your personal project.

Potential interviewee profiles:

- Your potential collaborator
- A Spanning Boundaries Agent from your region
- Your fellow Spanning Boundaries Pilot participants/ peers at your institutions/ a relevant person for your PAPs implementation

Structure of the report:

1. Introduction (aims and objectives of your interview)
2. Interviewee profile
3. Main findings based on your defined interview's structure
4. Reflections, conclusions



Interview Summary Report

Your potential interview target groups

Your potential collaborator

What do you want to achieve with this interview?

1. Assess your potential collaborator priorities and identify their needs
2. Identify potential synergies
3. Understand key potential supporting mechanisms and structures at both institutions
4. Understand and assess the status quo of ongoing collaborative activities and the outlook
5. Establish a dialogue and the first connection!
6. Etc.

See your Scanning Exercise Findings

A Spanning Boundaries Agent from your region

What do you want to achieve with this interview?

1. Better understand the UBC landscape in your region
2. Better understand motivation, skills, competences and attributes of a successful Spanning Boundaries Agent within your region
3. Identify supporting instruments in the development of Spanning Boundaries activities with the focus on your region
4. Network with your peer!
5. Etc.

Reach out to your mentor for support in identifying the relevant interviewees

A peer of your choice

What do you want to achieve with this interview?

1. Fellow Spanning Boundaries Pilot participants:
 - Share experiences, insights into strategies, instruments, tools, techniques for Spanning Boundaries Activities
2. Peers at your institutions:
 - Better understand your own institution and opportunities/needs/ collaborators inside it
3. A relevant person for your PAPs implementation – depending on the goals of your PAPs

Any relevant, experienced peer of your choice who can benefit you

Interview Summary Report

Protocol for conducting an interview

1. Before the interview

Identify your goals, your focus and your structure

1. Outline **aims and objectives** of your interview exercise.
2. Develop an interview **guiding framework and questions**.
3. Reach out to your potential interviewee, ensure their willingness to participate and **set a date, agree on the interviewee platform (if digital) or a site (if physical)**. If your interview is recorded, make sure to obtain the consent from your interviewee for the recording.
4. Prepare for the interview, conduct **background research** on the profile and the activities of your interviewee.
5. Remind your interviewee about your interview **at least 2 days prior** and include focal points for your discussion. Try to avoid sending the guiding questions in full to ensure the interview remains as open and semi-structured conversation.

2. During the interview

Keep it focused

1. Prepare the interview technicalities (i.e., Skype/Zoom/etc. and your webcam, microphone, your location etc.) **well in advance. Prepare the system for taking your notes.**
2. **Clearly communicate the purpose of the interview from the start.** Conduct the interview with an attitude of courtesy and respect as it helps to establish a feeling of comfort and equity.
3. While your interview is semi-structured, do not forget to gently **steer** the interviewee back to the main topic if they go off-topic. At the same time, take this opportunity to discover the topics of your interest and connect with your interviewee!
4. Avoid inserting your own extended commentary whenever possible; talk less and **listen** more.
5. Keep track of time – ensure that the interview is in the timeframe of **45-60 minutes** meeting the time-commitment expectations for this assignment as well as your interviewee.

Interview Summary Report

Protocol for conducting an interview

3. After the interview

Follow up with your interviewee and develop a summary report

- Attend to the interview notes/recording immediately after the interview while your memory is still fresh, identify any follow-up questions you were not able to ask during the interview.
- Finalise the notes from the interview in a digestible format (Please see Interview Report Summary Template).
- Follow-up with your interviewee, share your notes for their approval and ask your follow-up questions via email.
- Complete your Interview Summary Report and reflect on the relevance of the interview insights for your PAPs.

Use Interview Summary Report

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