



# Interviewer Toolkit

*Thank you  
for the  
Important  
work you do!*

There are a number of reasons you may interview someone,

- *They may be a reported case,*
- *They may be an ill person in an outbreak,*
- *They may be healthy but had a similar exposure as a sick person.*

Interviewing is an important part of disease surveillance and outbreak investigation. Public health departments rely on staff like you to conduct interviews and help solve outbreaks. To prepare yourself for conducting interviews on your own, work through the following guide.

## 1. Refresh your memory

- If you have not attended an in-person Interviewer training:



Watch the “[Interviewing Skills for Public Health Investigations](#)” video.

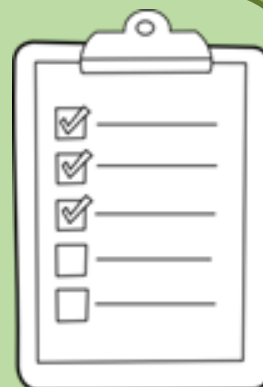
## 2. Gather your tools:

- |                              |
|------------------------------|
| • Pen or pencil              |
| • Calendar                   |
| • Disease questionnaire      |
| • Phone                      |
| • Supervisor’s business card |
| • Survey                     |

And find a quiet place to work.

## 3. Review the questionnaire:

- ✓ Understand all the questions
- ✓ Know what all the foods are and how to pronounce them
- ✓ Estimate the amount of time it will take you to complete
- ✓ Use one questionnaire for each person



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## 4. Watch some example interviews:

⇒ [Example Interviews video](#)



⇒ [Interviewing Cardinal Rules\\*](#)



\*Complete "[The Good, the bad, and the Ugly](#)" handout  
(Starts @ approx. 18 min).

## 5. Get some practice!

- ✓ Run through the questionnaire a few times on your own.
- ✓ Read up on the suspected pathogen so you can answer any questions.
- ✓ Practice interviewing your supervisor or another person.

## 6. Start Interviewing!



## Additional Tools

- CDC A-Z Index for Foodborne Illness: <https://www.cdc.gov/foodsafety/diseases/index.html>
- FDA Bad Bug Book: <https://www.fda.gov/downloads/Food/FoodborneIllnessContaminants/UCM297627.pdf>
- Colorado Integrated Food Safety Center of Excellence Food Source Information Wiki: <http://fsi.colostate.edu/>
- Cultural Food Safety App: <https://itunes.apple.com/us/app/cultural-foods-safety/id1050133066?mt=8>
- Additional free products from the Integrated Food Safety Centers of Excellence are available at:  
[www.FoodSafetyCOE.org](http://www.FoodSafetyCOE.org)  
Products include:



Trainings

Videos

Tools



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