

Interview transcript analysis

Keep participant words, analyst interpretation, and source evidence visibly separate.

ONE INTERVIEW, FOUR ANALYSIS LAYERS

01 Transcript preserve source	02 Code label passage	03 Candidate theme group codes	04 Narrow finding attach evidence
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SOURCE CHECK Keep the passage attached while the note gets shorter.

BEFORE YOU CODE

- ☐ Write the research question at the top of the note.
- ☐ Keep an unedited master transcript with timestamps or line numbers.
- ☐ Confirm consent, access, retention, and anonymization requirements.
- ☐ Read the whole interview once; record corrections made near the end.

WHILE YOU ANALYZE

- ☐ Attach each code to a source passage instead of copying a loose quote.
- ☐ Keep participant words separate from your memo or interpretation.
- ☐ Group related codes into candidate themes with one central idea.
- ☐ Return to the full transcript; keep exceptions and conflicting passages.

BEFORE YOU SHARE

- ☐ Trace every finding to the passages that support it.
- ☐ Narrow the wording to what this interview can support.
- ☐ Check names, decisions, owners, dates, and sensitive wording at source.
- ☐ Turn unanswered questions into the next interview or review step.

Boundary One interview gives you one account. Call it an observation until more evidence supports a pattern.