



GETTING THE MOST OUT OF YOUR
INTERVIEW ROOM
RECORDING EQUIPMENT



INTERVIEW ROOM SETUP GUIDE

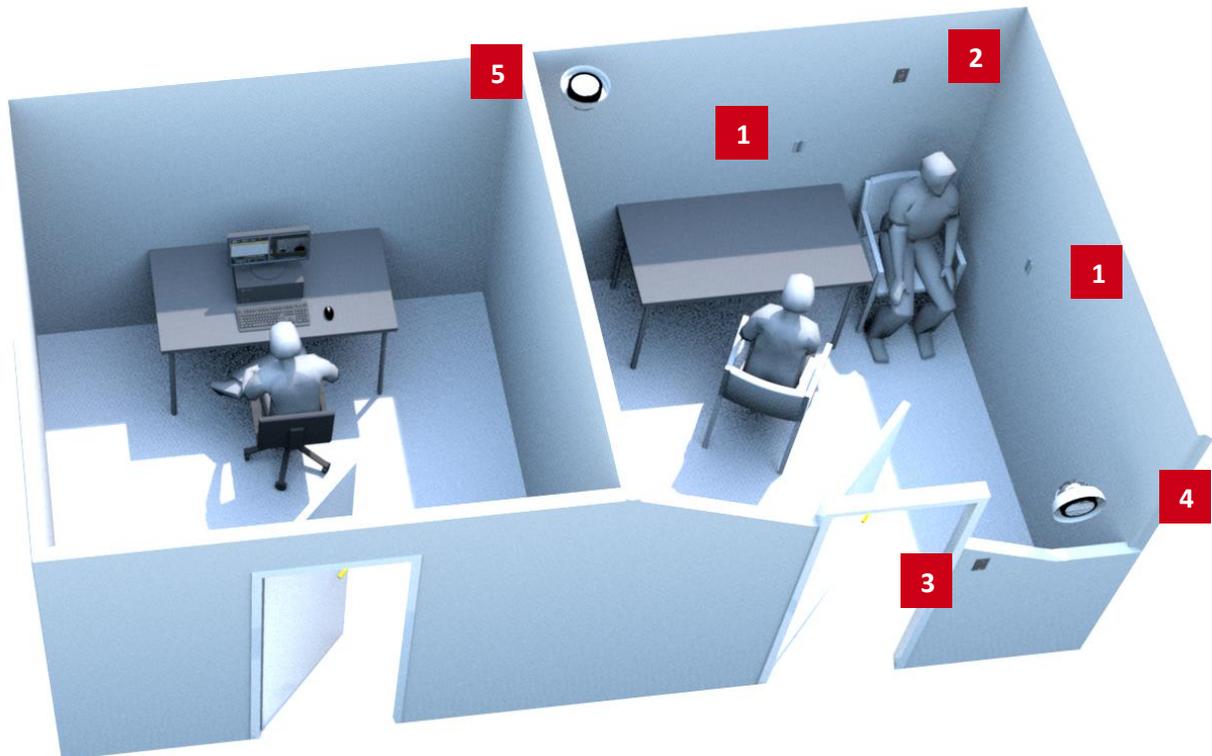
It's one of the key aspects of a good interview room setup. Where will you place the cameras, microphones, and other components for recording?

DETERMINE THE FURNITURE PLACEMENT

The diagram below shows a recommended placement of furniture for a standard interview room setup. This adheres to interviewing safety best practices and makes optimal use of your recording equipment. For example, with your subject seated in a corner, it's easy to wall-mount your microphones close to the conversation. You should be able to hear even a soft whisper.

CONSIDER BEST PRACTICES FOR OFFICER SAFETY

- The interviewer should be positioned between the subject and the door.
- Have a way to secure the subject in the room, for instance with a chain anchored to the floor.
- The interviewer's chair should be movable while the subject's chair is fixed.



1 The microphones are close to the conversation, at head level for a seated adult on either side of the subject

2 The recording indicator light at shoulder height behind the subject, so the interviewer can see it at all times during the interview and know that the recorder is recording

3 The recording start button is just outside the door to the room

4 The close-up camera is at shoulder height directly across from the subject's face

5 The wide-angle camera on the ceiling faces back toward the door from across the room

MAKE YOUR INTERVIEW ROOM EVEN BETTER

Once your interview room recording system is installed, you can improve results by making adjustments and doing some upgrades.

Consider the improvements listed below. You can do them right away or whenever they fit into your schedule and budget.



IMPROVING SPEECH INTELLIGIBILITY

- ❑ That tiny gap around the interview room door lets in more sound than you may realize. Weather-strip the doorway to seal out hallway noise. Products from a hardware store will work well.
- ❑ Prevent echo inside the room and interference from outside the room by adding sound-absorbing materials like carpeting, upholstery, and acoustic ceiling tiles and wall panels.



KEEPING YOUR SUBJECT IN VIEW

- ❑ Choose stationary seating for your subject. A waiting-room armchair will keep the subject from pivoting away from the camera or rolling out of view.
- ❑ Even better, secure the table and chairs to the floor or walls. Once seated, your subject will be certain to stay in view. You'll also avoid noise from furniture movement and keep room occupants safe from harm.
- ❑ Seat your subject at a narrow end of the table to prevent leaning out of view.
- ❑ Make sure your staff understands the seating plan, or one day you'll get a close-up video of an interviewer asking questions instead of the subject answering them. All it takes is the interviewer sitting down in the wrong chair.
 - Train your staff to seat the subject in the intended location.
 - Clearly mark the subject's chair and position in the room. Put labels on the table, wall, or floor. Use a different color or style of chair.
 - Create a diagram of the seating positions and post it on the wall or table.
 - Have a coworker who doesn't normally use the system conduct a mock interview. Is the seating plan as clear as you mean it to be?



GETTING THE BEST PICTURE QUALITY POSSIBLE

- ❑ Use bright overhead lighting that evenly covers the room and illuminates the subject's face.
- ❑ Use full-spectrum light bulbs or tubes for accurate color reproduction.
- ❑ Keep conditions under your control by avoiding natural sources of light. If you're stuck with a window in your interview room, install blackout curtains and keep them closed.