

Name: _____

Date: _____

Interviewing Guide

Use this form to help you plan and conduct an interview.

Before the Interview

Person's Name _____

Appointment Date _____ Time _____ Place _____

Purpose of Interview: _____

Permission to record the interview: ☐ yes ☐ no

Questions I Want to Ask

Question: _____

Answer: _____

Question: _____

Answer: _____

Question: _____

Answer: _____

After the Interview

Do I need to add anything to my notes? ☐ yes

☐ no

Did I send a thank-you note? ☐ yes

☐ no

