

Lesson 9 Resource

INTERVIEW TIPS

Directions: Use the following tips to plan and do your interview. You may not need to follow each one, but be sure to review all steps before starting.

1. Identify the person(s) you will need to interview.
2. Research background information.
3. Prepare a list of interview questions. Think of questions that answer the Five Ws and H.
4. Avoid questions that can be answered yes or no.
5. Schedule the interview in advance and call to confirm.
6. Dress appropriately.
7. Do the interview in a comfortable setting.
8. Be on time.
9. Have an icebreaker ready to start conversation flowing.
10. Begin with the easiest questions to help warm up the person being interviewed.
11. Take careful and accurate notes.
12. Asking the person to repeat a statement is OK.
13. When the interview is finished, you can ask, "Is there anything else you would like to tell me?"
14. Remember to thank the person you have interviewed.
15. Check your notes and rewrite them as necessary as soon as possible after the interview. Otherwise, you may forget what your shorthand means after a few days.