

Notes On Interview

Etiquette

- If doing the interview in person be presentable and dress for the environment
- Email- be sure to give plenty of time for a response (48-72 hours). Give a deadline in the email. Do not send questions until they have agreed.
- Always stick to the time limit you gave
- Face to face, zoom, facetime are always best so you can pay attention to body language.
- Listen
- Eye Contact
- Take Notes

Questions

- Use open ended questions (those that cannot be answered with a yes or no) to get the most detailed information. Using who, what, when, where, why, how will make a question open-ended.
- Create questions that will provide the information needed for the assignment.
- Have questions prepared but allow interviewee to go off on tangents. Ask follow up questions.

Note Taking

- If recording be sure to ask permission
- Still take notes. Do not rely on technology as things can go wrong.
- Your notes only need to make sense to you. Write with shorthand abbreviations. Do not try to write down everything they say.
- Write down a few key quotes.
- Transcribe and organize your notes immediately so nothing is forgotten.

Post Interview

- Thank them via email or phone