

Interview Tips and Requirements

05.25.05

Before the Interview

- Ask teachers, parents, bosses, and fellow students who would be a good choice to interview regarding your topic.
- Create a logical list of questions to ask of the interviewee. Take the thesis statement with you so that the interviewer knows the direction in which you are heading.
- The questions should be typed because both the questions and answers will have to be typed and placed in your portfolio. Leave space between the questions for you to write your answers.
- Call to make an appointment. Introduce yourself and state the purpose of the interview and how long it might take. Find an interviewee ASAP because you will have to work around his/her schedule. If you procrastinate, he may not have time for you.
- Jointly decide on a date, time, and place to meet. If you have scheduled an appointment during the school day, make certain that you have filled out the "Workday Request Form" and have done so within the proper time guidelines.
- Call the day before the interview to confirm your appointment.
- Take a backup pen or pencil and other paper with you to the interview.
- If you are going to take a laptop, make certain that the battery is charged.
- If you are going to use a tape recorder (with the interviewee's permission) make certain to have backup tapes.

During the Interview

- Dress appropriately.
- Be well groomed.
- Be punctual – 10 minutes early.
- Introduce yourself.
- Have a firm handshake.
- Review the purpose of the interview and thank the person for his/her time.
- Ask permission if you wish to use a tape recorder.
- Be prepared – Follow the question list you have prepared.

- Ask for clarifications. Ask for repetitions if needed.
- Take detailed notes so that you are accurate.
- Read back any direct quotes to the interviewee you wish to use to make certain that they are accurate.
- Honor "off the record" remarks.
- Make certain that you have the correct spelling of the interviewee's name.
- Make certain that you have the street address, city, state, zip code, and phone number of the interviewee.

Basic Questions to Ask

- How long have you been involved with.....?
 - Where did you learn.....?
 - What do you enjoy about.....?
 - What is most challenging about.....?
 - If you could change one thing about.....?
 - What does this field look like in the future.....?
- Of course, you will come up with specific questions related to your topic/thesis.

After the Interview

- Write a thank you letter to the interviewee.
- Review your notes ASAP to make certain you can read your writing.
 - Be careful to note that direct quotes are accurately recorded. If in doubt, call the interviewee to review the quote.

Requirements Regarding the Interview

- The phone number of the interviewee must follow the interview date in the Works Cited entry. See example.
 - Jones, Bill. Personal Interview. 23 September 2002. 260-347-5555.
 - If no phone number is available, an email address or fax number must follow the interview date.