

Creating Effective Interview Questions: A Template

Adapted from Rick Ayers'
Studs Terkel's Working: A Teaching Guide (2001)

Typically, you want to have enough questions on your list to guide you as you go into your interview (let's say between 10-15). While you might not ask all of them, you want to have them so that you are as prepared as possible.

Usually, interviews have a few Level 1 questions to get some solid background for their readers. Most of the questions are Level 2 questions, which are created to get to the heart of the interview.

You should also always be listening and ready to build on someone's answer to one of your questions with **follow-up questions**. Some basic follow-up questions include:

- Tell me more about...
- Describe what that looked/smelled/sounded/tasted/felt like... (to get at the details!)

WHO I'M INTERVIEWING

.....

RELEVANT BACKGROUND INFO

.....

MY ANGLE what do I want to find out/learn about from this interview

.....

LEVEL 1 QUESTIONS

These are the “getting to know you” questions. What basic information do you need to know about this person?

- 1.
- 2.
- 3.
- 4.
- 5.

LEVEL 2 QUESTIONS

These are the questions that really get to the main part of your interview and what you want to know/learn more about.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.