

# An Interview Checklist: Things to Keep in Mind

## **PRE-INTERVIEW CHECKLIST: BEFORE THE INTERVIEW...**

- Dress appropriately  
(if interview is in person)
- Check teeth, breath, hygiene
- Bring Materials:
  - Tape recorder or other recording device  
(if recording interview)
  - Make sure that you have tapes, batteries,  
power adapter, microphones or anything  
else you need to record
  - Final list of edited interview questions
  - Note-taking sheet
  - Interview consent form for your inter-  
viewee to sign *after* the interview
  - EXTRA pens
- Know the date, time and address of your  
interview — be sure to get there on time  
or, even better, 10 minutes early.
- Remind your guardians where you're go-  
ing (or who you're calling) and why.

## **INTERVIEW CHECKLIST: DURING THE INTERVIEW...**

- Introduce yourself & greet your interviewee.
- Explain the publication your class is working  
on and how this interview will fit into it.
- Tell the interviewee she/he will need to sign  
a consent form at the end of the interview.
- If you are recording the interview, make sure  
to ask your interview subject if it's OK if you  
tape record *before* the interview begins. **THIS  
IS VERY IMPORTANT**, especially if you are  
interviewing over the phone.
- Ask OPEN questions.
- Don't ask closed/leading questions. Listen  
carefully and ask FOLLOW UP questions.
- Be polite:** listen, use eye contact, smile.  
Take notes you will understand later.
- Ask your interview subject to **sign the con-  
sent form** after the interview is over.
- Say thank you!