

# Interview Checklist

*Please adapt this list to the needs of your project.*

Whom I'm meeting:  
When:  
Where:  
Topic:  
How I will reach them if I'm delayed:

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## Items to pack

- Two pens (verify working)
- Notebook
- Digital recording device
- Microphone
- Extra batteries
- Camera
- SD card clear
- Gum/mints
- Small bottle of water
- Map/directions to interview location
- Hard copy of final questions
- Media release form

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## Self-prep

- Research topic, subject and organization.
- Prepare questions.
- Show up on location early enough for a bio break, mirror check & to clear your head.
- Stay out of sight reviewing your questions until three minutes before your appointment time.

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## During the interview

- Record the date & time
- Verify the spelling of subject's name, job title, organization &/or department
- Cover your primary questions
- Ask for clarification/restatement of quotes as needed.
- Remind the subject of the purpose of the interview.
- Establish your relationship to the topic.
- Confirm permission to ask follow-up questions if needed.**
- Confirm availability and method (email/phone) for follow-ups.
- Take multiple photos in appropriate resolution(s) and orientation(s).
- Take notes for each photo for captions.

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## After the interview

- Back up files and process notes immediately!**
- Right away: email/snail mail a thank-you to the subject; CC any matchmakers involved and/or thank matchmakers separately

## Planning an Interview

*When interviewing people from a field that's different from yours, preparation, diligence and explicit management of your subjects' expectations can help you gain credibility and their cooperation.*

-1- What does my teacher want me to learn by doing this interview?

-2- What is the end product of this interview supposed to be? For instance, will it be part of a written report, a podcast, or something else?

-3- Who do I need to interview?

-4- Why is this person a good person for me to interview for *this specific project*?

-5- What do I already know about this person?

-6- How much time do I think the interview will take?

-7- In one sentence, what topic do I want them to discuss with me?

-8- Prepare your questions. Be sure to include (1) questions to verify the correct spelling of the person's name and other details that you think you already know, and (2) the What, Why, Who, Where, When and How of your topic.