Interview Preparation

Name:_____ **Date:**_____

DIRECTIONS Before you ask someone at your site for an interview, you should be prepared with the information included on this sheet. Consider this information before you talk to your potential interviewee. After you have talked with him or her, record the specifics of your interview at the bottom of this sheet. Share this information with your advisor and site supervisor so they will know what to expect.

Participants

First and foremost, you need to select a person or two to interview. These individuals should be able to answer the questions you have asked, have the ability to take time to answer your questions, and be people you have met through your site supervisor. If you are shy, you should find someone who you know is very talkative so that you get abundant responses.

Assignment Details

Your interviewee should understand the purpose for the interview; therefore, give him or her a brief overview of the assignment. This overview should tell the interviewee that you are a student at your school and that you are a participant in the internship program. You should tell him or her that one of your responsibilities is to learn as much about your internship as is possible so that you can know how you may be able to contribute to the site and the mission. Finally, you are going to use the information you gather from the interview to write a paper for your advisor.

Time

Your interview should not take long. Typically, to ask 3 questions, you should allow approximately 10 minutes. If you have more questions you should allow for more time, but confirm this with your interviewee, site mentor, and advisor. You will need to communicate with your interviewee how long the interview is expected to take.

Location

The location of a meeting is crucial for the success of the meeting. Always meet in a safe place. Never meet behind closed doors or in an area with which you are unfamiliar. Along these lines, ask the interviewee if he or she would be willing to meet at or near your site supervisor's desk, after confirming with your supervisor that this is ok. If this location is not available, ask your site supervisor where an appropriate location may be.

Content

Finally, for a successful interview, tell your interviewee what you will be asking. If you have focused on the 'History' questions, then tell the interviewee that that is what you will be asking about. If he or she does not know much of the organizational history, it would be a good time to switch your questions or ask if someone else in the organization would be better able to answer the questions.

Please complete the information below and communicate this information to your site supervisor and advisor.

Participant(s) _____

Assignment Organizational Structure Assignment

Time _____

Location _____

Substance _____

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