

# Interview Preparation

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DIRECTIONS:** Before you ask someone at your site for an interview, you should be prepared with the questions included on this sheet. Consider this information before you talk to your potential interviewee. After setting up the interview, 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 persons who are able to answer the questions you want to ask, will have the ability to take time to answer your questions, and are people you have met through your site supervisor. Another consideration is whether or not you can talk to the person you are interviewing. If you are shy, you should find someone who you know is very talkative.

## Assignment Details

Your interviewee should know what his/her answers are for and the reason you are asking these questions. Therefore, give him/her a brief overview of the assignment. This overview should tell him/her that you are a student at your school and that you are a participant in the internship program. You should tell him/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 a lengthy amount of time. Typically to ask 3 questions, you should allow approximately 10 minutes. If you have more questions, you should allow for more time, but should 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/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.

## Substance

Finally, for a successful interview, tell your interviewee what you will be asking him/her. If you have focused on the *History* questions, then tell him/her that that is what you will be asking about. If he/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. Relaying the substance of the interview to your interviewee may save you time and get better answers in the long run.

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

**Participants:** \_\_\_\_\_ & \_\_\_\_\_

**Assignment:** Organizational Structure Assignment

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_