

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

**DIRECTIONS:** Complete all sections of this form carefully. Once this form is completed, it must be submitted to your teacher for approval and assessment.

Prospective Interviewee \_\_\_\_\_

Relationship to you (i.e. mentor, co-worker, manager, etc.) \_\_\_\_\_

Reason for choosing this person \_\_\_\_\_

Internship Location \_\_\_\_\_

Interview Time and Date \_\_\_\_\_

Interview Location (building and room) \_\_\_\_\_

Interviewee Phone Number \_\_\_\_\_

Contact Phone for Interviewee to call you and/or Location – Provide at least one contact number where you can be reached. Pick a landline instead of a cell phone, just in case the cell phone loses reception.

Goal for this interview — What do you hope to gain from this interview (i.e. information about the interviewee's job responsibilities and training)? \_\_\_\_\_

Interview Questions — For this section, write out all of your interview questions and the type of question. Be sure to list the questions in the order in which you will ask them.

Question #1 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #2 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #3 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #4 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #5 \_\_\_\_\_

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

Circle type of question: Informational Reflective Leading

Question #6 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #7 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #8 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #9 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #10 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #11 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #12 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #13 \_\_\_\_\_

Circle type of question: Informational Reflective Leading

Question #14 \_\_\_\_\_

Circle type of question: Informational Reflective Leading