

Interview Guidebook: Turning Conversations Into Captivating Stories

Interview Preparation Checklist



INTERVIEW DETAILS

Interviewer _____

Interviewee _____

Interview Preparation Checklist

Use this checklist before every interview to make sure you're fully prepared.



STEP 1: RESEARCH

- Investigate Interviewee's Background**
 - Look into their achievements, recent news, and relevant history.
- Familiarise with the Topic**
 - Understand the subject matter that will be discussed to ensure a smooth conversation flow.

STEP 2: QUESTION CRAFTING

- Create a Mix of Questions**
 - Develop open-ended and closed-ended questions.
- Prepare Follow-Up Questions**
 - Anticipate responses and draft follow-up questions.
- Align Questions with Goals**
 - Ensure your questions help achieve the interview's main objectives.

STEP 3: SET GOALS

- Define Objectives**
 - Outline the primary objectives of the interview.
- Identify Key Points**
 - Pinpoint the critical points you aim to explore during the discussion.

STEP 4: TEST TECHNOLOGY

- Check Equipment**
 - Test recording equipment or software for reliability.
- Ensure Stable Connection**
 - Confirm a stable internet connection for virtual interviews.
- Test Audio and Video Quality**
 - Validate that sound and video are clear and functioning properly.

STEP 5: SCHEDULE AND CONFIRM

- Confirm Date and Time**
 - Double-check the interview schedule with the interviewee.
- Send Reminder**
 - Dispatch a reminder email one day before the interview.
- Prepare Environment**
 - Ensure a quiet and distraction-free setting for the interview.

NOTES
