

# 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

---

---