

Interview Guidebook: Turning Conversations Into Captivating Stories

Interview Outline Checklist



INTERVIEW DETAILS

Interviewer

Interviewee

Date & Time of Interview

Interview Objective

*(What the main goal of this
interview?)*

What do you hope to achieve?)

Interview Outline Checklist

Use this outline to structure your interview, ensuring a smooth and organized conversation flow.



Step 1: Introduction

Establish rapport and set the tone for the interview.

- ☐ • **Welcome the Interviewee**
Provide a brief introduction to make the interviewee comfortable.
- ☐ • **Explain the Interview Format**
Outline how the interview will proceed.

Step 2: Opening Questions

These questions should help establish rapport and ease the interviewee into the conversation.

- ☐ • Question One:

- ☐ • Question Two:

- ☐ • Question Three:

Step 3: Main Topics

Identify the main topics to cover; these should align with the interview objective and provide structure.

Topic One

- Key Question:

- Follow-Up Questions:

- Supporting Notes:

Topic Two

- Key Question:

- Follow-Up Questions:

- Supporting Notes:

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Step 3: Main Topics (cont.)

Topic Three

- Key Question:

- Follow-Up Questions:

- Supporting Notes:

Step 4: Follow-Up Questions

These questions help delve deeper into responses to gain more insight.

- Follow-Up Question 1:

- Follow-Up Question 2:

- Follow-Up Question 3:

Step 5: Close

Wrap up the interview with a summary or final thoughts.

- Final Thoughts or Summary (Recap key points from the discussion):



- Thank You Note (Express gratitude to the interviewee for their time and insights.):



- Post-Interview Next Steps (Outline any follow-up actions or requests, like providing additional information or approving quotes.):


