

# Interview Guidebook: Turning Conversations Into Captivating Stories

## Interview Note Taking Template



### INTERVIEW DETAILS

Interviewer	<hr/>
Interviewee	<hr/>
Date & Time of Interview	<hr/>
Interview Topic	<hr/>

# Interview Note Taking Template

Use this template during interviews to keep your notes organised and focused.



## Section 1: Key Points

Use this section to jot down main ideas or important insights shared during the interview.

- Point 1:

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- Point 2:

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- Point 3:

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## Section 2: Memorable Quotes

Capture any notable quotes or phrases that stand out. Include timestamps if recording.

- Quote 1:

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- Context:

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- Time Stamp (if applicable): \_\_\_\_\_

- Quote 2:

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- Context:

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- Time Stamp (if applicable): \_\_\_\_\_

- Quote 3:

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- Context:

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- Time Stamp (if applicable): \_\_\_\_\_

# Interview Note Taking Template



## Section 3: Follow-Up Questions

*Note any questions that arise during the interview for further exploration or clarification.*

- Follow-Up Question 1:

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- Follow-Up Question 2:

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- Follow-Up Question 3:

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## Section 4: Additional Notes

*Use this space for any additional observations, thoughts, or next steps.*

- Observation 1:

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- Observation 2:

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- Next Step 1:

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- Next Step 2:

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