

Interview Guidebook: Turning Conversations Into Captivating Stories

Interview Note Taking Template



INTERVIEW DETAILS

Interviewer

Interviewee

Date & Time of Interview

Interview Topic

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:

- Point 2:

- Point 3:

Section 2: Memorable Quotes

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

- Quote 1:

- Context:

- Time Stamp (if applicable): _____

- Quote 2:

- Context:

- Time Stamp (if applicable): _____

- Quote 3:

- Context:

- Time Stamp (if applicable): _____

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Section 3: Follow-Up Questions

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

- Follow-Up Question 1:

- Follow-Up Question 2:

- Follow-Up Question 3:

Section 4: Additional Notes

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

- Observation 1:

- Observation 2:

- Next Step 1:

- Next Step 2:
