

Interview checklist

Before the interview:

- Know the purpose of the interview
- Research the subject and the source for background material
- Write out more questions than you think you'll need
- Take two pencils and a notebook
- Make an appointment

During the interview:

- Be punctual
- Introduce yourself
- Be friendly and thank the source
- Take a few minutes to establish rapport
- Begin with easy questions, then ask follow-up questions
- Take notes, look interested and encourage source with smiles, nods, uh huhs
- Double check name spellings and titles
- Say "Thank you"
- Ask if there is anything you have missed
- Say "Thank you"

After the interview

- Review your notes immediately
- Write out abbreviations and fill in missing words
- Rewrite or type your notes (or write your story as soon as possible)
- Put date on your notes
- Call the source if you need more information
- Save your notes in case any discrepancies arise later on