
Pre-Interview Worksheet

MISSION STATEMENT

(What do you hope to get out of this interview? Be Specific!)

MISSION STATEMENT CHECKLIST

(Use this checklist to make sure your mission statement rocks!)

- Does this exclude information I already know from my research?
- Is it as precise as possible?
- Can I create several good interview questions using this?
- Do I include the 5 Ws?

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SOURCE INFO

(Don't forget to do some background research!)

NAME: _____

WEBSITE: _____

E-MAIL: _____

PHONE: _____

REFERRER: _____

NOTES: _____

INTERVIEW INFO

(Make sure to confirm the **TIME**, **DATE**, **LENGTH**, and **PLACE/METHOD**)

TIME: _____

DATE: _____

PLACE/METHOD: _____

Pre-Interview Worksheet

INTERVIEW PREP CHECKLIST

ALL INTERVIEW QUESTIONS:

- Does each question relate to my mission statement?
- Have I tried researching this already?
- Are they open-ended?
- Would I feel comfortable answering these?
- Do I feel comfortable asking these?
- Are there any follow-up questions I need to ask?

REAL TIME INTERVIEWS:

- Triple check all recording programs/devices
- Practice saying your questions out loud
- Create 1-2 “throw away” questions
- Send source questions in advance
- Print out a copy of your questions with room to write

E-MAIL INTERVIEWS:

- Double check spelling and grammar
- Have a thank you at the beginning and end
- Ask permission to send follow-up questions
- Let your Source know they can contact you
- Make sure you questions are numbered correctly