**Directions: Please read and complete the Checklist of instructions and tips for the interview**

**Before Interview Instructions and tips**

1. Call interviewee and make an Appointment for the Interview.

Ask interviewee if it is possible to bring pictures that they would like to share with you and if possible, with the class.

* Name of Interviewee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of Interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Get plenty of rest the day before, be well prepared, and give your interview your best effort!
2. Reconfirm your appointment for the interview. This means:

* Call to reconfirm appointment
* Go to bed early
* Bring your Packet
* Bring extra paper and pens to the interview
* Bring a camera to take pictures if you have one

**During Interview**

1. Pick a place in the house that is quiet and comfortable. Ask them to turn off the television and radios so you can have a room with no distractions.
2. Sign the Interviewer/ Interviewee Agreement Form
3. Fill out top portion of notes page.
4. Be honest, look and act interested 🡪 **Actively Listen!**
5. Ask “What-A-Burger” Questions and “99 cent” Questions. Take good notes. Ask if the interviewee has photos and other documents that they would like to share with you.

**After Interview**

1. Give Interviewee your Thank you note ☺
2. Within 24 hours, read through notes and add additional information that was not written down at the time.