**Interviewing – Template**

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| **1. Determine the goals and objectives of the interview. What type of information or understanding do you require?** |
| Click or tap here to enter text. |

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| **2. Decide who is to be interviewed, selecting persons who can provide the desired insights. Request their permission to conduct an interview.** |
| **Interviewee(s):** | Click or tap here to enter text. |
| **Permission obtained?** |[ ]

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| **3. Decide how the interview will be conducted.** |
| [ ] Face-to-face[ ] Over the phone[ ] Through email[ ] Another option - Click or tap here to enter text. |

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| **4. Determine the format of interview most appropriate to obtaining the desired information or understanding. Develop the interview questions and interview guide.** |
| [ ] Structured[ ] Semi-structured[ ] Unstructured |
| **Interview questions** | Click or tap here to enter text. |
| **Interview guide** | Click or tap here to enter text. |

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| **5. Conduct the interview(s) and evaluate whether the desired information or understanding was obtained.** |