

Interview Checklist

- We are wearing clothes that are appropriate for interviewing adults.
- We are well-groomed.
- We have a cassette tape with our names written on it.
- We have checked our tape recorder to make sure it is working.
- We have pencil and paper.
- We have questions that will help us find out what is interesting and important about the person we are interviewing.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

- We have practiced speaking in a clear, strong voice.
- We know how to introduce ourselves.
- We will be friendly and polite.