

Student Self-Assessment for Preparing and Conducting an Interview

Student Name:

Client Name:

Date:

	Yes	No	Date of Completion	Reminders
Did you prepare a list of questions in advance?				
Were your questions approved by your teacher?				
Did you make the necessary revisions to your questions?				
Did you phone the client ahead of time?				
Did you describe the purpose of the interview to the client?				
Did you explain to your client how/when the information is to be used?				
Did you set your appointment?				
Did you review proper interview techniques?				
Did you prepare a summation?				
Did you prepare a written report?				
Did you prepare an oral presentation?				
Did you prepare a display?				