

Student Self-assessment for Preparing and Conducting an Interview

Student Name _____

Interviewee Name _____

Date _____

Criteria	Yes	No	Date of Completion	Notes
Did you prepare a list of questions in advance?				
Were your questions reviewed by your teacher?				
Did you make revisions (if required) to your questions?				
Did you phone or e-mail the contact person ahead of time?				
Did you describe the purpose of the interview to the contact person?				
Did you explain to your contact person how or when the interview information is to be used?				
Did you set your appointment?				
Did you review proper interview techniques?				
Did you prepare a summation of your findings?				
Did you prepare a written report, if required?				
Did you prepare an oral presentation, if required?				
Did you follow up with a written thank-you letter?				