

INTERVIEW SCHEDULE SAMPLE TEMPLATE

While every interview requires a somewhat different structure, certain principles and techniques are applicable to all. Each interviewing schedule should have the following three major parts: (1) the opening; (2) the body; (3) the closing.

The opening should always make the respondent/interviewee feel welcomed and relaxed. In addition, the opening should clearly indicate the objectives of the interview and make it clear what topic areas will be addressed. The interviewer should also provide some information to motivate the respondent to answer the questions. Motivating the respondent might involve offering an incentive for participating or an explanation for how the information will be valuable to society. Finally, the opening should indicate the expected length of the interview.

The body of the interview schedule always lists the topics to be covered and potential questions. The number of questions and the exact wording of the questions depends on the type of interview schedule used. The interview may be nonscheduled with only the topics and subtopics listed. A nonscheduled interview generally leaves out potential probing questions to allow the interviewer to adapt to the interaction that unfolds. The nonscheduled interview, however, requires a highly skilled interviewer, provides no means of recording answers and presents problems in controlling the time factor. Beginning interviewers often rely on a moderately scheduled interview that contains major questions and possible probing questions under each. This schedule still allows some freedom to probe into answers and adapt to the situation. In addition this type of schedule aids in recording answers and is easier to conduct. We will be using the moderately scheduled interview format for our in-class interview.

The closing should maintain the tone set throughout the interview and should be brief but not abrupt. Interviewers should summarize the main issues discussed during the interview, discuss the next course of action to be taken, and thank the respondent for his or her time.

The following template is to be used as a guideline to save you some time in preparing your own interview schedule. Please write your own questions. Your opening and closing can be very similar to the ones here, however, I would like you to tailor the opening and closing to your own needs, personality, and interviewee. Please use adequate space to record responses after each question. You will record responses from your interview on you schedule during your interview. If you have any questions please call, email, or stop by my office.

Interview Schedule for Classmate

I. Opening

- A. **(Establish Rapport)** [shake hands] My name is _____ and as a member of the same communications class, Ron thought it would be a good idea to interview you, so that I can better inform the rest of the class about you.
- B. **(Purpose)** I would like to ask you some questions about your background, your education, some experiences you have had, and some of your hobbies and interests in order to learn more about you and share this information with our class.
- C. **(Motivation)** I hope to use this information to help the class become more comfortable speaking to and with you by knowing you better.
- D. **(Time Line)** The interview should take about 10 minutes. Are you available to respond to some questions at this time?

(Transition: Let me begin by asking you some questions about where you live and your family)

II Body

- A. (Topic) General demographic information
 1. How long have you lived on Maui?
(Question 1. did not have to be asked because this information is on the Bio-Sheet)
 - a. Are you originally from Maui?

b. I saw on your Bio-Sheet that you previously lived in Fiji. What was it like living there? Why?

2. Do you have a small or large family?

a. How many siblings do you have?

b. Please describe your relationship with your family.

c. What type of activities do you do with your family?

(Transition to the next topic: _____)

B. (Topic) Education

1. Why did you MCC for your studies?

2. Why did you choose to Major in Human Services?

a. How many classes have you taken in Human Services?

b. Would you recommend the Major? If so Why?

c. Why did you change your Liberal Arts major to Human Services?

3. Do you plan to pursue a career in Social Services?

a. If so, where?

b. What area of services would you like to specialize? Why?

c. What type of people would you like to work with? Why?

(Transition to the next topic: _____)

C. (Topic) Experiences

1. You stated on your bio-sheet that you have had the opportunity to do some public speaking.
 - a. Where did you speak?
 - b. What was/were the occasion(s) that you presented?
 - c. How do you think that your previous public speaking experience(s) will help you in this class?
 - d. On your bio-sheet you stated three of your goals for this class this semester – please elaborate on these?
 - e. You stated on your bio-sheet that you could competently inform our class about the types of events involved in a windsurf competition and what it takes to win. What topic will you speak on for your informative speech?

2. You listed on your Bio-Sheet that you sell real estate in your spare time. How do you think this class will help you become a better real estate agent?

3. You declared on your bio-sheet that you have traveled to Japan.
 - a. Where did you travel in Japan?
 - b. Describe your first impressions of Japanese culture.
 - c. Do you speak Japanese?
 - d. Would you recommend Japan to a fellow student as a travel destination? Why or Why not?
 - e. What was your most enlightening experience in your travels to Japan?

(Transition to the next topic: _____)

D. (Topic) Activities/Hobbies/Interests

1. What campus and/or community activities are you involved in besides the Human Services program?

2. You listed on your Bio-Sheet that you love to windsurf and you compete professionally.
 - a. What do you like best about windsurfing?

 - b. What was your most memorable windsurfing experience?

 - c. Do you ever give windsurfing lessons?

 - d. Where is your favorite place to windsurf? Why?

(Transition: Well, it has been a pleasure finding out more about you. Let me briefly summarize the information that I have recorded during our interview.)

III **Closing**

- A. (Summarize) You are very involved in _____. You plan to pursue a career in _____. Your hobbies and interests are _____.

- B (Maintain Rapport) I appreciate the time you took for this interview. Is there anything else you think would be helpful for me to know so that I can successfully introduce you to our class?

- C. (Action to be taken) I should have all the information I need. Would it be alright to call you at home if I have any more questions? Thanks again. I look forward to introducing you to the rest of our class.