

INTERVIEW WRITE UP FORMAT

The interview write up is a report of what happened during the interview. The following format outline will cover the key points to be discussed. Please use the headers, but fill in the information in a narrative style.

IDENTIFYING INFORMATION

- A) Name – your name
- B) Date – date of the write up
- C) Name of respondent
- D) Interview number
- E) Method – type of interview

PREPARATION

- A) Purpose – state the purpose of the interview
- B) Relevant research – review what research was done in preparation and key points developed from this process
- C) Situation – how did the setting and other factors affect the tone or situation towards achieving the purpose

OPENING

- A) Rapport – how was it developed and to what level of success
- B) Orientation – what happened during the orientation to develop a mutual understanding and agreement to the purpose, what ground rules were established
- C) Transition – describe how you moved the interview from opening to body

BODY

- A) Summarization of facts from interview – review in short narrative what happened during the interview
- B) Transition – describe how you moved from body into closing

CLOSING

- A) Agreements to action and future issues – what agreements were made and what plans were developed
- B) Summarization – describe how the purpose was achieved and the effect of the interview on the relationship
- C) Closing statement – how did the interview close

PERSONAL COMMENTS

- A) What did you learn about interviewing?
- B) How will you use this to improve your skills?

Interview Paper Layout

Judd E. Hollander



Interview Paper Layout:

Decoding **Interview Paper Layout**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Interview Paper Layout**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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