

## Why do we have to do it this way?

☞ It helps you get prepared so you don't forget to ask something important.

☞ It helps ease the person being interviewed into the tough questions.

☞ It will help you look more professional.

☞ It will help you from having to go back too much for more information you didn't think to get the first time.

☞ It will keep you from getting stressed during the interview about what to ask.

☞ It will impress people you are interviewing.

☞ It will help you think the topic through before you jump in.

## What are some other interviewing tips?

- Write things down as they talk, otherwise it looks as though you aren't interested.
- Write things down word for word, don't misquote them.
- Be a good listener.
- Act interested, even if you aren't.
- If they offer you something to drink, such as water, take it.
- Ask them for clarification on things you don't understand.
- Ask them how to spell names of people you can't look up.
- Don't forget to thank them, they are doing you a favor.
- Take paper and an extra pen or pencil.

# Interview Questions:

Guidelines

## 21 QUESTIONS

**Guidelines:** Interview questions are probably the most crucial element to getting a good story. Without good quotes and good information you will have a tough time writing a good story. The following is a guideline of how your questions should appear..

**QUESTION #1:** This should always be something to the effect of, "What is your name." This is a very simple concept but believe me, I have seen people forget to ask this one. ALSO, make sure you ask the person how they spell their name. DON'T ASSUME YOU KNOW.

**QUESTIONS #2-5:** These spots are designated for background questions. They are used to build a relationship with your interviewee and it is your attempt to get them to relax a bit and get more comfortable. These are generally easy questions. Nobody wants to sit down and be asked their name and then, "What is the cure for suffering in the world?" Start off slowly and break them in gradually. Questions examples in the 2-5 slots: "Where do you live?" "How old are you?"

OR

**QUESTIONS #2-5:** Same concept as the original, except this time, they are all yes/no questions. This one takes a little extra work because you have to have some prior knowledge headed in, that means you need to do a bit of researching before the interview. While that will take a bit more time, you will seem much more prepared and you will impress the interviewee with your prior knowledge. ie. "So, the football team was 10-2 last year?" "So, you taught in the Zumwalt district before coming here." "You have been on STUCO for four years, correct?"

**QUESTION 6:** This is a transitional question. If you are doing a story on worm hunting you would probably ask your primary source, "Do you hunt worms?" If they say "No," that is probably a good sign that they should NOT be a primary source for you.

**QUESTIONS #7-12:** These are where your factual questions go. These questions answer four of the five W's. (Who, what, when, where) Sample worm questions would be: "When did your begin to hunt worms? Where do you hunt worms at? Who do you hunt them with? When did you first go worm hunting with that person?"

**QUESTIONS #13-19:** This is where you get your juice. These questions answer the How and Why. Sample questions would be: What advice do you have for aspiring worm hunters? Tell me your best worm hunting story? How does one exactly hunt worms? (Why...how...Describe...and Explain are all good sentence starters for these questions)

**QUESTION #20:** This one is a MUST have. "Is there anything you would like to add or is there anyone else that you suggest I contact for an interview?"

**QUESTION #21:** A DOUBLE MUST: "Thank you very much for taking the time for this interview.

When the interview has concluded. Please have them look over your notes and sign the bottom of the interview, acknowledging that it is ok.