Interview Questions for Expert

1. You should have 10 interview questions created and reviewed by Mrs. Battle BEFORE you interview your expert.

2. These questions should be “open-ended” in nature.
   Yes/No Question: Do you like your job? (NO)
   Open Ended Question: What is it about your job you like? (YES)

3. In thinking about the questions you want to ask, think about any gaps in your research that the Expert might be able to fill in for you.

4. Questions should be respectful in nature. Do not ask personal questions, including how much one makes/earns or if they like his/her boss.

Preparing for the Interview

1. Make arrangements ahead of time through phone calls or email.

2. Show up early or on time. Your Expert’s time is limited. Remember, they are doing YOU a favor.

3. Dress nicely (you don’t have to go overboard, but be professional). Clean clothes and a smile.

4. Have your interview questions printed out and with you. You might be nervous and you will forget if you try to remember them.

During the Interview

1. Use your best manners. Be polite, thank him or her for their time. Shake hands and use eye contact. Practice “thoughtful listening”.

2. Ask if you can record the interview before you start (use your phone or a recording device can help you from having to take too many notes during the interview).
3. Have your cell phone on *silent mode*. Nothing is more rude than a cell phone going off during a conversation.

4. Get their contact information (name, phone number, address, email address)

   **After the Interview**

1. Thank your Expert for his or her time. Shake hands.

2. Send your Expert a *Thank You Note* the next day. I have thank you cards and stamps you can have or send them an email thanking them again for their time.

3. Type up your “transcript” of your interview.

4. Cite your interview in your bibliography (works cited) on easybib.com.

5. Think about where you can use this information in your draft and put it in your paper (using correct internal citations).