

## Face-to-Face Interviewing

**Make an appointment over the phone or email.** Explain your visit's purpose and how long the interview will take. Set an exact date and time. Be sure you have the proper address, phone number, and directions to the site.

**Confirm the interview appointment.** A day before your visit, call or email the person to confirm the time.

**Be on time!** Add at least 15 minutes to your estimated travel time so you will not be late. If your interview is by phone, make sure you have a quiet place without interruption to place the call at the agreed time.

**Look presentable.** People make judgments based on how you look and act. Dress appropriately and make sure you speak clearly.

**Rehearse the interview with a partner.** Go through the introduction, questions, thank you, and goodbye.

**Prepare your questions in writing.** Make sure the questions cover everything you need. Know something about what you're asking. Research if necessary.

**Cover each point before going on to the next.** If you do not understand something, ask for an explanation.

**Take notes.** Keep your notes brief so you can remain attentive to the speaker. Afterward, make complete notes. If you want to tape record the interview, ask for permission.

**Ask for literature and names of other experts.** Be sure that one of your questions asks for more information, suggested reading material, or other experts whom you should contact.

**Send a short thank-you note within a few days.** Within three days of the interview, send a short note thanking the person for his or her time.

