
Individual Interview Procedure

Time requirement

- one hour

Materials

- Copy of the questions for my own use
- Pens or pencils
- Clipboard (for self)
- Skills for Success handout (The original essential skills handout can be used as a supplement to the “Skills for Success” handout, but should NOT replace it.)
- Choose appropriate set of questions from among the 7 sets
 - Questions for HR or QA Manager
 - Questions for CEO or Owner
 - Questions for CFO
 - Questions for Administrators
 - Initial Assessment
 - Questions for Union Representative
- Individual interviews (Questions) + Individual handouts (oral communication; reading & writing; teams; previous training)

Site

- Private
- Comfortable
- Quiet
- Distraction-free
- With a table for interviewee to write at if forms need completion

Interview process

A. Introduction

- a. Self
- b. Interviewee
- c. Purpose of the interview
- d. Emphasize that the interview is for planning purposes and will remain confidential
- e. Provide handout(s) on essential skills (transferable skills; Velcro skills) and go over them briefly
- f. Clarification Q & A

B. Follow the question protocol

- Ask the questions in order and record the interviewee's answers
- When an individual handout is required, have the interviewee complete it

C.

At the conclusion, thank the interviewee and remind them that the information they have provided will be combined with information from others and will not identify them.