

# Interview Cover Sheet

Date of Interview:

Time:

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Format (phone, email, in person, etc.)

\_\_\_\_\_  
Name of person interviewed

\_\_\_\_\_  
Company or organization

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City, State, ZIP code



**Questions** Develop six key questions before the interview (for tips on interviewing see *Conducting Interviews* from the online toolbox). Write responses on a separate sheet of paper making sure to number them.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_