

Interview Form

Topic	Notes
Introduction State your purpose. Verify distractions are OK.	
Job and Task What tasks are being performed?	
Training and Experience What training and experience are needed for the tasks?	
Internal Requirements What manuals, procedures and instructions are used?	
External Requirements What codes or standards apply to the tasks?	
Available Help Where can help be obtained, when necessary?	
Technical Question Ask a technical question or two about the task.	
Demonstration Watch the task as it is performed.	
Off Normal Events Explore how they handle off-normal events.	
Recurring Problems Ask about any recurring problems or difficulties.	
State Your Conclusions Bring up any good or bad points. <i>No secrets</i>	
Close Thank them for participating.	