**The Interview**

1. **Prepare**
   1. Get ready for your interview by researching, pre-interviewing, and gathering materials
2. **Compliment**
   1. Start the interview with a compliment that will make the person more comfortable with you, and more open
3. **Yes/No Questions**
   1. Begin with simple questions that can be answered with “yes, no, or sure” to help ease the person into the interview. When they begin to give longer responses, then move on to the next level.
4. **Wh- Questions**
   1. Move to questions that begin with who, where, when, what, why, and how and need phrases or sentences to be answered. Begin to lead the interview towards its purpose
5. **Open Ended Questions**
   1. Ask the more difficult questions that require long detailed answers or even stories.
6. **Thank and flatter**
   1. Thank the interviewee for his or her time and leave them with a good impression—make them think that they can trust you.