

Interview To-Do List

Follow these basic steps to make sure you're completely prepared and make your interview and smooth and enjoyable one!

Pre-Interview

- ✓ Questions drawn up
- ✓ Details sent to interviewee
- ✓ Confirmed interview time/location
- ✓ Equipment tested
- ✓ Promotional materials created/published
- ✓ Backup plan tested

During the Interview

- ✓ Brief introduction
- ✓ Monitor viewer/listener questions
- ✓ Monitor audio/visual quality
- ✓ Monitor time
- ✓ Provide opportunity for promotion
- ✓ Say Goodbye, Thank You

Post Interview

- ✓ Send Thank You Email
- ✓ Edit/render media
- ✓ Upload/publish interview
- ✓ Provide publish details
- ✓ Tell everyone about the interview
- ✓ Continue to network & interview others