

INTERVIEW OUTLINE

STEP 1: Preparation

What is your objective / purpose / what do you want to know.

- a. Background of WIT, computer research of business, elements to prove.
- b. Prepare outline, questions.

STEP 2: Introduction

Explain the purpose for the interview

- a. Give them some information so they know what you want.
- b. Find some commonality or shared interest / *rapport building*.

STEP 3: Narrative Statement

Listen, look, and allow subject to tell their “story” without interruption. Not used in every interview situation.

- a. Ask them initial questions. *“Tell me about the spill?”*
- b. Limited note taking, avoid, “Just the facts.”

STEP 4: Paraphrase

Paraphrase the witness statement back to them.

- a. Allows an assessment of accuracy and “fill in the holes.”
- b. Focuses you on your questions.

STEP 5: Questions

Ask questions that arose during narrative and “prepared” questions.

- a. Note taking permissible.
- b. Negative / alternative question here. Elimination questions.

STEP 5: Verification

It’s like a 2nd paraphrase.

Review “story” with witness for “final product.”

STEP 6: Professional Close

Is there anything else I should know?

If you were investigating this case, who else would you talk with?

Ask them if you can contact them again, if they sound unsure...**good indicator**.

