

Once Upon a Bike

Energy Revealed
Learner Handout
Grade Level: 4-7



Keys to a Good Interview

- Arrange a time and a quiet location for the interview that is convenient for the person you are interviewing.
- Practice your questions before the interview. Know what questions you want to ask and why you want to ask them.
- Bring the questions with you as well as a pen and paper to take notes. Write down only the most important points. If you bring a buddy to the interview with you, he or she can help you take notes.
- Start by thanking the person for their time, and by introducing yourself and anyone else that is with you at the time of the interview. Take a minute to explain why you are doing the interview.
- Take time to listen as each question is answered. Before you go on to the next question, you may find it is important to ask something to make sure you understand their answer completely.
- Don't miss an opportunity to ask a good follow-up question. You may be curious about something that is said and want more information. Go ahead and ask about it, and then return to your prepared questions to make sure you cover what you planned.
- Thank the person at the end of the interview. Ask them if they have anything else they would like to tell you. Also ask if they have any questions for you. Thank them again.