

# Interview Log / Preparing your Interview

Follow this sheet to prepare, conduct and review your upcoming interview.

<b>01 / Interviewee Profile</b> All demographic details about the interviewee at a glance.	<b>Name</b>	
	<b>Age &amp; Gender</b>	
	<b>Job Title</b>	
	<b>Location</b>	
	<b>Professional Background</b>	

<b>02 / Objectives</b> What do you want to achieve with this interview?	<b>03 / Topics</b> Define three different topics you want focus on.
1.	1.
2.	2.
3.	3.

**04 / Describe your idea in a few words.**  
Write down the questions you want to ask related to your topics. Next to them, you can note the answers.

Questions	Answers

**05 / Insights**  
Take a look at the answers - which three are the most insightful?

1.
2.
3.