

# 10 Quick Tips for Successful Interviews

1. Send out introductory e-mail at least 3-4 weeks before kick-off with follow-up e-mail one week prior
2. Send out selected materials in advance of interviews
3. Conduct interviews immediately following kick-off
4. Schedule 1-1/2 hour first round interviews for selected business, clinical and research units
5. Schedule 2 hour first round interviews for IT staff
6. Hold the interviews in a neutral site (i.e. conference room) so they come to you - where distractions are limited
7. Schedule the interviews back-to-back (with 15 minute break for notes review)
8. Limit the interviews to one functional area and no more than around 5- 6 people beside yourself - err on the side of less people
9. You take all of the notes!!! Interviewees will love you for it and you will end up with better control of the project deliverables
10. Conclude by reflecting back to interviewees any actions, to-do items, or issues you have identified

