

Questions	Notes (Your note-taker can follow along and take notes in this column. You can also jot down notes here, especially if you want to circle back to certain points and have the participant elaborate on them.)
Introduction <i>Here's a sample intro:</i> <ul style="list-style-type: none"> • “Hi, [participant name]! My name is [your name], and my team at [department] is conducting interviews with members of our community on [insert topic here]. Thank you so much for your time today. I'll start by asking you a few questions to get to know you better, and then I'll move into some questions about [general topic]. This interview is completely voluntary, and you can stop the session at any point. If you are not comfortable answering a specific question, that is also okay. We can move on to the next question. Before we get started, I wanted to check if it would be okay with you if we take notes/record this conversation. Our conversation will remain completely confidential and will remain internal within our team. Would that be okay with you? • Okay, great. Let's get started! 	
Background Questions <i>Here are sample background questions:</i> <ul style="list-style-type: none"> • Can you tell me a little bit about yourself? • Can you walk me through your day yesterday and what that was like for you? 	
Sub-topic One	

<ul style="list-style-type: none"> • Question One • Question Two • Question Three 	
Sub-topic Two <ul style="list-style-type: none"> • Question One • Question Two • Question Three 	
Sub-topic Three <ul style="list-style-type: none"> • Question One • Question Two • Question Three 	
A Note On Building Rapport To build rapport and show gratitude and listening, follow up questions with: <ul style="list-style-type: none"> • Ok, got it. Thank you. • Great, thank you so much for elaborating on that. • Thanks for sharing that. That is so helpful to understand. 	
Conclusion <i>Here's a sample conclusion:</i> <ul style="list-style-type: none"> • Do you have anything that you'd like to add that I haven't asked you about yet? • Ok, great. Thank you so much for your time! We really learned a lot from you today. • [If your team is offering any sort of incentive for participating, share how soon and in what format they will receive it.] • Have a great rest of your day! 	