A User Interview Template for Notion

"What did user X say again?" Easily find out with this template

I was working on my software engineering project and ran into a snag: how to keep my user interviews organized. Existing Notion templates felt too clunky, so I whipped up my own. Figured I'd share it in case anyone else is struggling with the same thing.

The template is designed to be super straightforward. The "Interview Stage" property lets you tag interviews based on the development phase —early stage, mid-cycle, late-stage—so you can easily filter and find what you need. The "App Version" is tied to GitHub commits, which is a lifesaver for referencing the exact app state during each interview.

I'm all about at-a-glance info, so the template starts with a quick summary to help stakeholders decide if they need to read the whole thing. Then there's a breakdown of the interview goal, focus areas, key Q&A, and takeaways. I also added a "Next Steps" checklist so you don't forget to follow up on action items. You can place full transcripts and recordings live in the appendix.

Honestly, the whole thing is pretty barebones, but it's exactly what I need to stay organized. No more sifting through messy notes!

[Straightforward User Interview | Notion Template](#)
*A simple, no-nonsense template for conducting user interviews by Carl Kho*www.notion.so

Funny story: this whole thing started because I was messing around with that ChatGPT memory prompt. You know the one? Anyway, it gave me some ideas for self-improvement, and this template was one of them. Let me know if you find it helpful! Always open to feedback.

By Carl Kho on October 21, 2024.

Canonical link