MIS 322 - Assignment 2 FA21 – Individual Assignment

10pts

**Review the interview form template and the interviews in your project. What are the key elements of the interview form and why are they important?**

I would say the first main elements are identifying who the person is that you are speaking with and what they do. Then there are the questions themselves that will go further in providing any information about the project/subject and its processes or systems. Lastly, I think simple date of the documentation is a big part of identify what is going on and when. Some things could change in the project and if the documentation is dated there is no way to identify when the interview took place.

**What else would you add to the form if you were performing an interview? Think of at least two items.**

A better background and information section at the start probably would be a better for people reading the interviews that were not the original interviewer. This would enable a better understanding of context and what was happening. This would also relate to having a note section where the interviewer could put information that clarifies some of the answered questions.

**Finally, list the process of doing an interview. Imagine you have an interview coming up with a subject matter expert in accounting. What work would you do before the interview, during the interview, and after the interview.**

1st Pre-interview, 2nd main-interview, and 3rd post-interview. Pre-interview is where you prep and make sure you have relevant docs and questions for the interview. If you don’t know that much about the subject matter, then this would be the time to educate yourself about it so that you can talk to the “expert” and not be lost. Main interview would be where you use those tips above to your advantage. Asking relevant questions and using the docs to enforce those questions would be a key to getting the answers that you needed. Its also important to get as much info as possible but manage your time well and try not to stay on a topic to long so that you are cut short on others. Post-interview is where you would go over all information that was gathered, makes notes and changes on them as new information was discovered. Also going back over that information to check for mistakes or flaws would be extremely important. Then taking all that learned and checked information and updating all relevant docs and timetables to include the new information would be necessary, and lastly update the team. This might be a group meeting or just to individuals that need that relevant information that was just gathered form the interview.