**Full Verbatim Interview Transcript Example**

This first example of an interview transcript format follows the speech exactly as it is and includes utterances and false starts. Choose full verbatim when you want to verify how well-spoken the interviewee is. Some job positions are best filled with a confident speaker, not one who stutters and cannot finish a sentence without rushing to start another.

Interviewer: Okay, let’s start. I’m going to ask you a few questions, and, uh, you can answer them as you see fit.

Interviewee: Okay.

Interviewer: Um, so, first things first. How old are you?

Interviewee: Um, I’m 25 this year.

Interviewer: Okay. Um, so, what do you know about-- Hang on. Before that, what are you doing at the moment?

Interviewee: Well, I-I-I just finished an internship at my uncle’s company. He runs a, um- like a furniture factory.

Interviewer: And--

Interviewee: Oh, well, I helped him with, you know, ordering and stuff. It wasn’t very-- I only did it because I needed the experience. It’s not something I want to return to.

Interviewer: Alright. Now, what do you know about HR?

Interviewee: [coughs] Sorry. In my last semester in college, I took an HR course. It was interesting. We kinda learned about-about hiring and retaining employees and that sorta thing.

Interviewer: That sounds very thorough.

Interviewee: [laughs] It was alright. Anyway, I-- Hmm, I realized that it’s a field I wouldn’t mind trying out.

Interviewer: Great. So what do you know about our company?

Interviewee: Mm, not much, exactly. I think-- Okay, so I read about what you guys do on the cab ride over.

Interviewer: Mm-hmm.

Interviewee: You know, there isn’t much on your Facebook page.

Interviewer: Did you check out our website?

Interviewee: Right. I, uh, didn’t think about doing that.

Interviewer: [laughs] That’s unfortunate. Well, we’re an international logistics firm, and we handle the import and export of products between Asia and the US.

Interviewee: Oh.

Interviewer: Okay. Well, I know we just started, but I’ve gotta run.

Interviewee: But--

Interviewer: We’ll pick this up later. I’ll call you.

Interviewee: Um, okay. Bye.

[00:02:01] [END OF AUDIO]