**Clean Verbatim Interview Transcript Example**

Clean verbatim is still a precise transcript, but without distractions like filler words, utterances, and false starts. You are still getting the entire conversation, so don’t worry about missing out. By selecting this format, you’ll be reading the salient points of the interview.

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

Interviewee: Okay.

Interviewer: First things first. How old are you?

Interviewee: I’m 25 this year.

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

Interviewee: Well, I just finished an internship at my uncle’s company. He runs a furniture factory. Well, I helped him with 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 learned about hiring and retaining employees and that sort of thing.

Interviewer: That sounds very thorough.

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

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

Interviewee: Not much, exactly. I read about what you guys do on the cab ride over. There isn’t much on your Facebook page.

Interviewer: Did you check out our website?

Interviewee: Right. I 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. Okay. Well, I know we just started, but I’ve got to run. We’ll pick this up later. I’ll call you.

Interviewee: Okay. Bye.

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