



INFORMATION INTERVIEW RECORD SHEET

Information Interview with:

Date and time: _____ Location: _____

1. Introduction

2. Reason for meeting: _____

3. Set tone

4. Agenda: _____

5. Personal Presentation (key points for this particular interview)

a. _____

b. _____

c. _____

6. Questions

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

7. Referral (write down the referrals shared)

Name: _____

Contact information: _____

8. Conclusion

Notes: _____
