

Interview Checklist

What is the purpose of the interview(s)?

E.g. To start from scratch, to expand a risk set, to understand root causes, etc.

Does the interviewer have sufficient knowledge?

E.g. Do they have enough subject knowledge to interview? (terminology, existing issues)

Have the correct people been identified, with the right knowledge?

E.g. Do we have access to the right people who understand the risks or subject they are being interviewed? There may be 'political' reasons why some people are interviewed.

Does the question set meet the purpose?

Are there any challenges to consider?

E.g. even in a confidential interview some people may be uncomfortable raising uncontrolled root causes, serious consequences they feel can't be managed or risks they feel go against company values.