

10 Steps to a Perfect Interview

1. Don't ask *Yes/No* questions.
2. Don't ask multiple choice questions.
3. Avoid questions that include the words *who, what, when, where, why, or how*.
4. Don't ask questions at all! Instead, give prompts or commands that begin with "Tell me about...." "I'm curious about...." "Describe for me..." "I've always wondered about..."
5. Don't list your questions. Instead, write down key words on an index card.
6. Maintain eye contact. Don't let your eyes glaze over.
7. Listen to the answers. Lean forward and show interest.
8. Don't interrupt!
9. When they stop talking, YOU stop talking. Allow them to fill the empty spaces.
10. When stuck for a follow-up question, simply say, "Interesting. Tell me more."