Interview Notes

For Use by Principals Conducting Investigative Interviews

Interview Details

Date of Interview: _____

Time of Interview: _____

Location of Interview: _____

Names and Roles of All Present

1. _____

2. _____

3. _____

Questions Asked and Responses Provided

(Use the space below to write each question and the response received)

Q1: _____

Response: _____

_____

Q2: _____

Response: _____

_____

Q3: _____

Response: _____

_____

Q4: _____

Response: _____

_____

Q5: _____

Response: _____

_____

Clarifying or Follow-Up Questions

_____

_____

_____

_____

Observations of Demeanor

(e.g., “appeared anxious,” “became emotional”)

_____

_____

_____

_____

Signature of Interviewer

Name: _____

Signature: _____

Date: _____