

A Personal Interview

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FACTS

Name of Person or Group _____ Date _____

What resources do they have? _____

Money _____

People _____

Equipment, facilities, etc. _____

What do they want? _____

OPINIONS

Why is this issue important to this person or group? _____

What power do they have regarding this issue? _____

DESIRES

How would they like to resolve this issue? _____

What outcomes do they see as a result of this solution? _____

At what stage are they in acting on this issue? _____

NOTE: Depending on the situation, the person being interviewed may not provide accurate information if the interviewer is direct and explains why the information is being sought. Roundabout, subtle or indirect questioning may be necessary. After completing the interview, the information should be summarized into a brief statement describing the person's opinion and desires and the facts from this person's point of view.