

# Interview Skills Worksheet

## Instructions

Imagine you're preparing to interview a local official about a new city development project. Complete the following tasks to prepare for your interview.

1. Research: List three facts you should know about the development project before the interview.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
2. Question Preparation: Write five open-ended questions you would ask the official. Remember to cover the 5Ws and How.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
3. Follow-up Questions: For each of these statements, write a potential follow-up question:
  - a. Official: "The project will create new jobs." Follow-up: \_\_\_\_\_
  - b. Official: "We've considered environmental impacts." Follow-up: \_\_\_\_\_
  - c. Official: "The project will be completed in phases." Follow-up: \_\_\_\_\_
4. Closing the Interview: Write two questions you might ask to wrap up the interview.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

## Bonus Challenge

Role-play the interview with a partner. Take turns being the interviewer and the official. Practice asking follow-up questions based on the responses you receive.