A Personal Interview

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.