15 Interviewing Tips

1. Clearly communicate the name of your show, the website address of your show, and what your show is about.
2. Explain why you would like to have this guest on your show.
3. Clearly communicate how long you are requesting for the interview to take place.
4. Be flexible.
5. Send an outline of questions that you will cover in advance of the interview.
6. Introduction of your guest rather than asking them to introduce themselves.
7. When asking a question, don’t continue speaking and answer the question for them.
8. Don’t interrupt your guest when they are speaking.
9. Don’t give verbal agreements to every statement that they make.
10. Avoid questions that allow for simple one word answers.
11. Have an idea of the main points you desire to have come out within the interview, ask questions that get you to reach those goals and allow the conversation to flow.
12. Listen to your guest while they are speaking.
13. Be conversational.
14. Make sure to learn how to pronounce your guests name correctly.
15. Follow up with a thank you note. This can be done via email, but it has more impact when you send a card (or gift) by mail.