

## **Interview Checklist I: Scheduling Your Interview**

### **Before calling your survivor**

- Consult your calendar and choose the times that you are available to meet
- Call your survivor between 11am and 7pm

### **Calling your survivor**

- Introduce yourself
- Say you are calling from [Insert program or school]
- Ask what date and time would be convenient for your survivor to meet. Schedule your meeting between 11am and 5pm.
- Set clear boundaries for your interview: it should not take more than two hours
- Ask where would be most convenient for your survivor to meet. If not at home, a coffee shop would work
- Thank your survivor for meeting with you; you are looking forward to meeting them

### **Leaving a message**

- Introduce yourself
- Say you are calling from [Insert program or school]
- Leave the times that would be best to reach you
- Leave your phone number