

# User interview guide

dd/mm/yyyy

## Goal(s) for this interview:

- Type here...
- Type here...
- Type here...

## Introduction

5-7min

Greetings	Hello <b>&lt;name&gt;</b> , how are you? Thank you the time to meet with us and share your experience/knowledge.
Background	You were selected because we believe your feedback can help to <b>&lt;goal&gt;</b> . The purpose of this is to <b>&lt;purpose&gt;</b> .  Today we'll talk about <b>&lt;project/problem&gt;</b> Please note that our goal is to test our knowledge and assumptions, not you.  There are no wrong and right answers today – any feedback is welcome.
Confidentiality	Everything you say is confidential and will not be shared. We aggregate responses and remove any identifying information before reporting back. We also would like you to feel safe in anything you share with us.
Recording	We'd like to record this session for our notetaking purposes only and we will not be sharing this recording outside of the <b>&lt;company&gt;</b> or making it publicly available. Do we have your consent?  <b>*Start recording*</b>
Optional	Now that we've started recording I just wanted to confirm again that we have your consent for this session to be recorded?
Questions	Do you have any questions for us before we begin?

## Warm-up

5-10min

Transitional question	Can you tell me a bit about yourself?
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## Body

40-50min

<b>Topic 1</b>	Type your open-ended question. Make sure it's non-leading, and prompts the participant to tell a story.	<i>Type your prompts and possible follow-up questions here</i>
<b>Topic 2</b>	Type your open-ended question. Make sure it's non-leading, and prompts the participant to tell a story.	<i>Type your prompts and possible follow-up questions here</i>
<b>Topic 3</b>	Type your open-ended question. Make sure it's non-leading, and prompts the participant to tell a story.	<i>Type your prompts and possible follow-up questions here</i>
<b>Topic 4</b>	Type your open-ended question. Make sure it's non-leading, and prompts the participant to tell a story.	<i>Type your prompts and possible follow-up questions here</i>
<b>Topic 5</b>	Type your open-ended question. Make sure it's non-leading, and prompts the participant to tell a story.	<i>Type your prompts and possible follow-up questions here</i>

## Transition

5-10min

Transitional question	Thank you so much, I don't have any other questions for you, but is there anything that we haven't talked about that you think is relevant?
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## Conclusion

5-7min

Thank you!	Thank you so much for your feedback and time today!
Participant questions	Are there questions you would like to ask us about the project?
Incentive	You will receive the voucher via email by the end of the week. Please let us know if you haven't received it by <b>&lt;date&gt;</b> .
Confidentiality	Just a reminder that this session has been recorded.  Everything you say is confidential and will not be shared. We aggregate responses and remove any identifying information before reporting back.
Closure	But that's it for now, thanks again for your time. Have a great day!  <b>*stop recording*</b>