

## CHECKLIST FOR DEVELOPING INTERVIEW TECHNIQUES

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- **Carefully prepare.** The key to a successful interview involves preparation.
- **Maintain control.** A good interviewer maintains control of both himself or herself and the direction the interview is taking. No matter how upsetting a crime is, you must be able to act sympathetic and nonjudgmental.
- **Listen.** An effective interviewer must also be a good listener. You need to be able to read both the verbal and nonverbal messages that your witness is delivering to know the appropriate direction for your attack.
- **Be alert and patient.** An effective interviewer is not pushy but is flexible in his or her attack. Maintain mental alertness, and be patient.
- **Be a good actor.** An effective interviewer is a good listener, but he or she is also a good actor. You should be self-confident and maintain a professional image.