

**CHECKLIST FOR STUDENTS REQUESTING STAFF INTERVIEWS**

**NAME:** \_\_\_\_\_

**Today's date:** \_\_\_\_\_

**Interview Topic:** \_\_\_\_\_

**Check all that apply:** \_\_\_\_\_ **University Chronicle** \_\_\_\_\_ **On-camera** \_\_\_\_\_  
\_\_\_\_\_ **Class assignment** \_\_\_\_\_ **Other** \_\_\_\_\_

**Deadline:** \_\_\_\_\_

**What interview times work for you?**

\_\_\_\_\_  
\_\_\_\_\_

**Your contact information: Phone no.** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Our staff wishes to provide you with the most factual and up-to-date information possible on the topic you have chosen. In order to do that, we request a list of your interview questions at least 24 hours prior to the interview. If you are conducting your interview on-camera, we will ask that you set up your equipment in an area that will not disrupt patient flow or compromise the privacy or our patients. Thank you for your consideration**