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# Subject Matter Expert (SME) Interview Checklist & Worksheet

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## SME INFO

SME's Name \_\_\_\_\_ SME's Title \_\_\_\_\_

SME's Contact Info \_\_\_\_\_

## SME BACKGROUND

What is his/her area of expertise? \_\_\_\_\_

What is his /her background or experience? \_\_\_\_\_

What are his/her accomplishments? \_\_\_\_\_

## TOPIC OR CONTEXT

(Why are you interviewing the SME?) \_\_\_\_\_

## BIBLIOGRAPHY

*List articles or publications useful as background.*

Article Title	Synopsis	URL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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## INTERVIEW CHECKLIST

- Recording Technology
- Note-Taking Solution (computer or paper)
- Clock or Timer
- SME Phone Number or Virtual Meeting Room Link

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When you're brainstorming questions for the SME, consider organizing them into three categories — information you must get, information you would like to get and wildcard questions that you can turn to if the conversations lags or ventures into unusual territories.

**MUST-HAVE QUESTIONS.** These should cover the basics and help you get the essential information to write your article (e.g., name, title, field of research, etc.).

**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**Question** \_\_\_\_\_

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**Question** \_\_\_\_\_

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**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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NICE-TO-HAVE QUESTIONS. These should be extra questions you can ask as follow-ups or after you cover the must-have questions.

**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**WILDCARD QUESTIONS.** These should be held in reserve to elicit the strange and wonderful tidbits that can sometimes be hard to predict (e.g., *Why did you get interested in your area of study? Who were your biggest influences? What's the most surprising thing you've ever discovered/learned?*)

**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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**Question** \_\_\_\_\_

Answer \_\_\_\_\_

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