

CHECKLIST: AT THE JUNKET

ON DECK

- √ 3B's: Be on time. Be respectful. Be ready to go when called
- √ Make friends with your nervous energy; if you don't have any – get some
- √ Practice your questions while you're in a heightened state

IN THE ROOM

- √ Start quickly
- √ Ask your partner to incorporate your question into her answers
- √ Make a connection by treating her like a dear friend
- √ Get the Big Picture
- √ Listen Actively
- √ Edit in your head
- √ Authentic emotion *is* connection, don't shy away from it
- √ Paraphrase your questions – your list is just a guide
- √ Respond non-verbally to keep your audio clean
- √ Interrupt if you need to but don't overdo it
- √ Pivot when necessary
- √ Employ the Awesome Power of *Why?*
- √ Get a great closing line

BEFORE YOU GO

- √ Save an interesting, open-ended question for last
- √ Write a quick summary immediately after your interview.
- √ Get two copies of your media