

Sample Interview:

Investigator: "Good morning Mary. My name is John Adams, please call me John. I am a private investigator with Adams Private Investigations. I have been asked to investigate the customer injury that occurred last week. Thank you for taking the time to meet with me. I know you must be busy."

Interviewee: "Good morning."

Investigator: "I need to get my notebook and pen so I can take notes during the interview. So please give a moment."

Interviewee: "Ok"

Investigator: "So how is your day going so far?"

Interviewee: "Ok I guess. I have a lot of work to do. It's been a busy week."

Investigator: "So how do you like working here?"

Interviewee: "It's ok. I have a good boss."

Investigator: "That's great. Good bosses are to hard to find sometimes. So what do you do here?"

Interviewee: "I'm a customer service clerk. I help customers, ring up their items, and answer questions they have."

Investigator: "Ok, I am ready to start the interview. I have some questions to ask you, probably will not take more than 15-20 minutes. If you are ready let's get started. Do you need some water, or coffee?"

Interviewee: "No. I've already had my coffee."

Investigator: "Ok, let's get started."

[Investigative questions are asked]

Investigator: "That concludes all of the questions that I have. Is there anything I may have missed?"

Interviewee: "Well, the customer did mention she had a back injury before while we were waiting for the EMT's."

Investigator: "Thanks. Are there any questions I asked that you want to add to now that we are finishing up?"

Interviewee: "Well, I said I was there when she fell, but I did not see it happen."

Investigator: "Great to know. Anything else?"

Interviewee: "No that's all."

Investigator: "Well that concludes the questions I have. Hope the rest of your day goes well. Glad you have a great boss, that makes work a lot easier. Here is my business card, please call me or email if you think of anything else that may help."

Interviewee: "Ok, thanks."

Investigator: "Thank you for your time again. You have been a great help."