

Interviews and Statements Reporting Template

Basic Information

Report Title:

Date of Interview:

____ / ____ / ____

Location:

Reporter Name:

Interviewee Details

Name:

Position/Role:

Contact Information:

Introduction / Background

Brief context or purpose of the interview:

Statement / Interview Content

Summary of Statements (direct quotes or paraphrased):

Key Points:

- _____
- _____
- _____

Observations and Notes

Conclusion / Summary

Important Notes:

- Ensure accurate and unbiased recording of interviewee statements.
- Use direct quotes where possible, and indicate paraphrasing clearly.
- Confirm factual information and context with the interviewee if needed.
- Maintain confidentiality when required and comply with data privacy policies.
- Date and authenticate the document for record-keeping purposes.