

INTERVIEW SUCCESS GUIDELINES

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Opening

- Introductions to the assessment team interviewers
- Confirm who they are.
- Ask: Were you at the inbrief?
- Recap why you are doing the assessment.
- Emphasize non-attribution, especially in the report.
- Ask for a description of their job position and daily duties [as it applies to insider threat]

Conclusion

- Ask if they are the sole-source for anything they provided. If so, you will need to determine if it goes into the report since it may break non-attribution.
- Ask: “Is there anything you wish the organization could be doing [for insider threat] that you are not doing now? This may be an opportunity for us to recommend it in the report.
- Ask: “Is there something you do here [for insider threat] that you think is really good and that other organizations should consider doing as well. This is an opportunity for us to possibly recommend in the report that you keep doing it.
- State that after we review our notes, we might contact them again to ask an additional question or two. If so, we will go through the POC to arrange that. Also, if later they think of something they want to tell us they can contact us through the POC.

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