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| --- | --- | --- | --- | --- | --- |
| **Date and time of interview:** |  | | | **File number:** |  |
| **Client Name:** | |  | | | |
| **Name of supervisor:** | |  | | | |
| **Students present at the interview:** | |  | | | |
| **THE FOLLOWING SHOULD BE ANSWERED ABY THE SLF COLLECTIVELY** | | | | | |
| **How did your initial proposals for the meeting, differ from the meeting itself?:**     * ***greeting the client*** * ***interviewing*** * ***minute taking*** * ***photocopying documents***   *(This list is not extensive and you may also want to add additional categories)* | | |  | | |
| **What did you discuss with the client?:**  *(for example: did you obtain a signed ‘Information for Clients’ form?, what questions did you ask, what information was ascertained,* | | |  | | |
| **Was the interview what you expected?: If not, why not?** | |  | | | |
| **Have you attached your interview notes and, if not, why not?** | | **YES / NO** | | | |