|  |  |  |  |
| --- | --- | --- | --- |
| **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** |