

7 TIPS FOR BETTER AUDIT INTERVIEWS

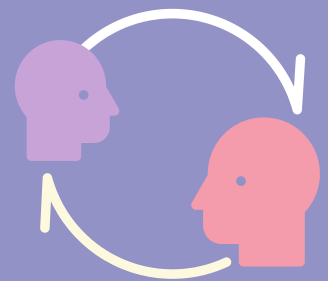


Start your interviews around 10:30 AM. That's prime time for your brain, the auditee's brain and guarantees a short meeting since lunch beckons... just in case your auditee is chatty.

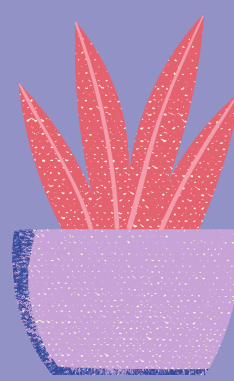


Limit interviews to 30 minutes to reduce fatigue and retain focus.

When they say, "Me, too!" you know the connection is solid!



Take time to connect with the interviewee before asking any questions.



Chat about the weather, travel, kids, upcoming holidays, plants, dogs, sports... whatever you think may be fun to talk about!

Don't leave without physical or documentary evidence to back up what the auditee is saying.



Run back to your desk after an interview and write it down before it disappears from your mind....

*No coffee break!
50% of the info will be lost within an hour!*

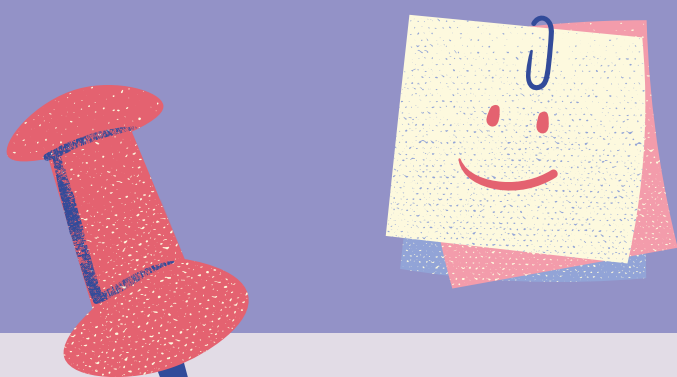


Write out six questions ahead of time. This gives you options to pull from during the meeting.



If you're after 'yes/no' answers to a checklist, don't have a meeting! Email the checklist to them so they can answer at their convenience.

Start with the easiest, lightest questions before progressing to the harder ones. Maybe they will provide the info you need before you have to ask...



Share a simple agenda with the auditee to ease their mind. And keep your promise to end on time to build trust.



Want to know more about audit interviewing? Check out the [CLIENT RELATIONS BUNDLE](#).

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