

Interview Request Boilerplate



Subject: Project Catalyst: Getting Ready for Your Interview

Body:

Hello [SME Name],

As you learned from [Coordinator], you have been identified as an expert to provide the baseline content we need for an eLearning module: **[Module Name]**.

I'm the instructional designer for this module—so my job is to interview you, review any content you provide, and develop a module that helps employees succeed.

At this point in our process, I'm asking for two things:

1. Schedule an interview time

Please reply to this email with an interview time selected as soon as possible, but no later than [date].

2. Review the attached pre-interview question form

Please review the form and fill out as much as you can by [date].

Schedule an Interview Time

Please choose one of the times from the table below. If none of these times work, provide a few alternatives. We will schedule 90 minutes for the interview and will conduct it over a Zoom call.

Suggested Interview Times ([insert the SME's time zone])	
Options	Put an X next to the best time for you
[Fill in four 90-minute options]	
Alternatives (if none of the above work)	

Thank you so much for participating in the interview process. Your expertise and effort will help us create the best possible module.

Let me know if you have any questions or concerns.

Thanks again,

[Instructional Designer Name]



Content-Gathering
SME Interview Request