
Marine Corps Leadership Principles

1. Know yourself and seek self-improvement.
2. Be technically and tactically proficient.
3. Develop a sense of responsibility among your subordinates.
4. Make sound and timely decisions.
5. Set the example.
6. Know your Marines and look out for their welfare.
7. Keep your Marines informed.
8. Seek responsibility and take responsibility for your actions.
9. Ensure assigned tasks are understood, supervised, and accomplished.
10. Train your Marines as a team.
11. Employ your command in accordance with its capabilities.



QUICK REFERENCE GUIDE TO CONDUCTING AN INTERVIEW



OPENING THE INTERVIEW

- ✓ Greeted interviewee promptly and cordially.
- ✓ Began to establish rapport with the interviewee.
- ✓ Determined why individual is here.
- ✓ Explained role of the EOA/EOR
- ✓ Explained the limits of anonymity.
- ✓ Established the procedure of the interview.
- ✓ Acknowledged time limitation.
- ✓ Explained the purpose of note taking.

BODY OF THE INTERVIEW

- ✓ Allowed the interviewee to tell his/her story.
- ✓ Continued maintaining rapport.
- ✓ Asked open-ended questions.
- ✓ Paraphrased interviewee at times.
- ✓ Maintained control of the interview.
- ✓ Maintained strict impartiality.
- ✓ Maintained appropriate eye contact.
- ✓ Remained aware of the time.
- ✓ Was not interviewed by interviewee.
- ✓ Listened attentively.
- ✓ Accepted interviewee feelings.
- ✓ Maintained positive non-verbal communications.
- ✓ Used narrow questions to elicit detail later in interview.
- ✓ Determined what the interviewee wants to happen.

CLOSING THE INTERVIEW

- ✓ Summarized the information gathered.
- ✓ Asked if interviewee had anything to add.
- ✓ Explained what was to happen next.
- ✓ Set up future follow-up.
- ✓ Ended interview in a professional manner.

