



How to Do an Intake Interview (Practicum)





Intake Interview Goals

- Build a professional **relationship** with the researcher
- Develop a preliminary **understanding** of the research, computational, and data needs
- **Action plan** and a rough timeline
- Any plans for **follow-up** meetings





Pillars of Effective Communication

- Communication styles can be very different
- Be genuinely interested in what they say
- Recognition of their research impact
- Active listening
- Pausing and asking questions
- Facilitating a dialogue instead of delivering a monologue
- Following up





Specific, Open-Ended Questions

These are questions whose answers you don't really care about – but they'll lead to useful discussions.

Wait! “3,2,1 – Enter”

- What language is your software written in?
- Is it parallelized?
- Who wrote it?
- What operating system(s) has it been run on?
- Briefly describe the science problem it's used for.
- Briefly describe the numerical method or algorithm.





Questions cont'd

- How big is the memory footprint when running?
- How many timesteps/iterations do you plan to run per experiment?
- How many such experiments do you plan to run per year?
- Does it have no input, a little bit of input or a lot of input?
- Does it have a little bit of output or a lot of output?
 - Many small disk I/O transactions, or a few big ones?
- etc ...





Breakout Rooms

- Meet with researchers and model the intake interview
- Please be prepared to switch rooms after ~15 min



How to Do an Intake Interview
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