The Intake Interview

Opening an intake interview

Hi, I'm Sara. I'd like to start using the HPC for my academic work. What steps should I take?

What questions do you usually ask during the setup process?

Why are introductory meeting important?

Intake Interview Goals

Understand the Project Needs
Identify research objectives, data requirements, and computational needs.

Build a Collaborative Relationship
Establish trust and alignment from the start.

"A strong start builds momentum for meaningful collaboration."

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Pillars of Effective Communication

Adapt to Styles — Respect and adjust to different communication approaches.

Listen Actively — Focus fully, reflectback, and show you understand.

Show Genuine Curiosity — Be interested, not just polite—ask thoughtful questions.

Recognize Impact — Acknowledge their work's value and relevance.

Pause & Reflect — Allow space for clarification and deeper insights.

Foster Dialogue — Make it a two-way exchange, not a lecture.

Follow Up — Reinforce trust by continuing the conversation.

"Good communication builds more than understanding—it builds trust."

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Specific, Open-Ended Questions

Purpose:

Simple questions that lead to rich technical conversations.

💬 **Question**	🧠 **Why It Matters**
What language is your software written in?	Reveals architecture and ecosystem.
Is it parallelized?	Indicates performance tuning potential.
Who wrote it?	Identifies key collaborators or maintainers.
What OS has it been run on?	Informs portability and compatibility.
What problem is it solving?	Provides scientific context.
What algorithm or method is used?	Uncovers numerical complexity.

🛠️ *These are not checkboxes—they're conversation starters.*

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Closing an introductory meeting

Outline an Action Plan & Timeline
Create a high-level roadmap and identify next steps.

Plan for Ongoing Collaboration
Decide on follow-ups, check-ins, and progress tracking.

Breakout Rooms

Meet with researchers and model the intake interview

Please be prepared to switch back to room after 15 mins

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