

## 01 ***Beginning the Interview - Overview***

REVISION 19  
(01/01/12 – 03/31/12)

FAA uses an interactive interview method called Key As You Go. As the participant answers questions, key information into AZTECS.

This method is used in both face-to-face and [telephone interviews](#).

Respect the applicant's right to privacy and conduct a confidential interview. (See [Confidentiality](#) and [Confidential Information](#))

Report any cases immediately in which there may be a [conflict of interest](#). (See [Conflict of Interest Employee Reporting Responsibility](#))

Policy and procedures regarding beginning the interview are outlined as follows:

- [Conducting the Interview](#)
- [Additional Programs Requested During the Interview](#)
- [Informing the Participants of Important Information](#)