

01 *Beginning the Interview - Overview*

FAA uses an interactive interview method called Key As You Go. As the applicant or representative 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](#))

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

- [Conducting the Interview](#)
- [Additional Programs Requested during the interview](#)
- [Informing the Participants of their rights and responsibilities](#)
- [CA Personal Responsibility Agreement \(PRA\)](#)