

Assessing Readiness: Interview Questions for Health Department Staff

As you take an inventory of your department's resources, here are some questions you may want to ask the staff. Consider using written surveys, personal interviews, small group discussions or a combination. Tailor the questions as needed. For example, you may want to ask relatively broad questions to top administrators and more specific questions to program managers.

1. What chronic disease prevention programs or advisory groups is the department currently sponsoring? Include any clinical services.
2. What strategies do they use? What have been their successes?
3. Which communities, or geographic areas do they focus on?
4. Which institutions or community groups participate?
5. Who are the lead program staff and what are their areas of expertise?
6. Have the programs worked together in the past? What obstacles have they encountered and how have they been resolved?
7. How might the department create an environment encouraging future collaboration?
8. What might a collaborative effort look like? Who would need to be involved?