**RECR 211**

**Agency Interview and Observation**

Interview Questions and Observation List – Use this guide for conducting your interview and observations at your chosen agency**. This is not your full assignment** and you will need to check back later to receive the specific assignment instructions.

**Interview Questions**

1. What was the interviewee’s name and title?
2. How long has he or she been at this organization?
3. Why did he or she choose to work at this organization?
4. What is the interviewee’s previous educational and occupational experience?
5. Was your interviewee promoted to their leadership position or did they start their work at the agency in the leadership role?
6. What is the staff structure at this organization and where does your interviewee fit within this organizational structure?
7. How would your interviewee describe his or her leadership style?
8. How does your interviewee describe his or her personality?
9. What challenges does your interviewee face as a leader?
10. What does he or she like about being a leader?
11. What is his or her advice to you as a future leader?

**Observation List**

1. What did you observe?
2. What was the time of day?
3. Where was the observation located?
4. Who was present?
   1. Employees
      1. Describe the roles of the employees at the events
      2. Describe how they led the event
   2. Participants
      1. Who was at the event?
      2. How many people were at the event?
5. Describe where people (participants and leaders) were in the event – you can feel free to draw a picture of where people were located in the event room.
6. Describe the general feel of the event and how people were reacting.
7. What went right and what could be improved?