

## **CITY-WIDE ASSESSMENT INTERVIEW FORM**

**NAME:**

**TITLE:**

**ORGANIZATION:**

**INTERVIEWER NAME:**

**INTERVIEW DATE AND TIME:**

**PHONE NUMBER:**

**EMAIL ADDRESS:**

**INTRODUCTION:** (Plan what you will say in advance as an introduction.)

### **QUESTIONS:**

1. Excluding your organization, what would you say are the best assets and strengths of this community?
  
2. Can you tell me a little bit about your role in the community?
  
3. From your perspective, what are the greatest unmet needs in the community?
  
4. What significant problem does this community face for which additional resources are needed?
  
5. Are there others with whom we should speak to become more informed about our community and increase our understanding of its assets and needs?
  
6. Is there anything else we have not mentioned that you think would help us understand the needs or assets of our community?

## STEPS FOR THE CITY-WIDE ASSESSMENT CAMPAIGN

1. Call ahead to request an appointment for an in-person or phone interview.
2. If you don't have an open-door, select someone else to interview.
3. Introduce yourself.
4. Thank the person for taking the time to answer your brief list of questions.
5. Ask each question clearly, then listen and take notes.
6. Ask follow-up questions to clarify any unclear answers they may provide.
7. Make sure to get contact information for interviews they recommend. Never assume they will gather info and send it to you – these are important, busy people.
8. Thank them for their time and insight.
9. Take a few minutes after the interview and make sure your notes are clear and complete.
10. Send a thank you card or letter.

Be wise, but don't be a "know-it-all." We are asking for their advice and opinion, not meeting with them to give them ours. This is especially important with politicians.

Who sent you? Introduce yourself openly and honestly. You are part of the Launch Team for the Life Church, and we're planting a church in Warren, and hoping to build solid relationships with the people who live and work within our community.