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| **Interview Topics** | **Name(s) of Individual(s)** |
| Governing Body, including: |   |
| * Board Chair
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| * Treasurer, or finance committee members
 |   |
| * Member(s) with adoption experience
 |   |
| CEO/Executive Director  |   |
| Programs Supervisors/Directors  |   |
| CFO/Finance staff or those responsible for: |   |
| * Bookkeeping
 |   |
| * Internal financial reviews
 |   |
| * Risk assessment
 |   |
| * Insurance
 |   |
| * Bonding
 |   |
| Development staff or those responsible for charitable donations  |   |
| Staff responsible for entering into agreements and overseeing supervised providers (foreign and domestic)  |   |
| State licensing official(s) |   |
| Employees and independent contractors including staff responsible for: |   |
| * Newly hired staff
 |   |
| * New staff orientation and ongoing staff training
 |   |
| * Responding to public inquiries
 |   |
| * Responding to information requests from current and previous clients
 |   |
| * Intake of potential new clients
 |   |
| * Handling of complaints
 |   |
| * Quality improvement efforts
 |   |
| * Conducting home studies and post-placement services
 |   |
| * Data collection/management/reporting
 |   |
| * Website maintenance/content
 |   |
| Collaborating providers, including current domestic supervised providers and foreign supervised providers |   |
| Prospective Adoptive Parents and Adoptive Parents. If applicable, families across programs who: recently completed a home study, recently received a referral, recently returned home and those in their post-placement/post adoption period. |   |