|  |  |
| --- | --- |
| **Interview Topics** | **Name(s) of Individual(s)** |
| Governing Body, including: |  |
| * Board Chair |  |
| * 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. |  |