

Interview Template- (Resource created in 2024)

The following is an example template for constructing a Public Participation and Community Engagement interview. The interview is divided into different sections based on different outcomes or goals for the activity. The questions are designed to be edited to meet your specific agency needs-pick and choose the sections that are relevant and use these sections as a guide for how to craft any additional sections you may need.

As a part of our PPCE Activity X, we are evaluating X. You were identified/selected as a person with experience that will be able to provide insights into X. We are conducting individual interviews, like this, with individuals to explore a few specific topics on X in depth.

Purpose: Discuss individual experiences in X and assess what is working well and where, if any, barriers exist.

Outcome: Agency will develop a clearer understanding of how X to help them in building out X.

Process: I will ask you questions in a semi-structured interview format, starting from some basic questions, with a focus on you sharing your own unique perspective:

Example Questions for Public Participants:

- Specifically reflecting on the PPCE process, what, if anything, would you start, stop, modify to improve the process?
- If a goal of the PPCE process is to improve trust for the federal government, how, if at all, might the agency better achieve this goal?
- What, if anything, have you found helpful about PPCE processes from other Agencies/Organizations that might also be useful to our agency?
- Any other feedback or suggestions you have for how to better integrate community perspectives into the PPCE process?

Example Questions for Staff Participants:

- What, if any, suggestions do you have to improve the PPCE process in the future?
- What, if anything, did you learn during the PPCE process?
- What, if any, challenges did you experience during the PPCE process?



- Please share an example of where you felt the PPCE achieved its goals, and where it may not have met its goals.
- Any other feedback or suggestions you have for how to better integrate community perspectives into the PPCE process?