

Sample Wx Program Interview Form for Needs Assessment

1. Date of interview: _____
2. Length of interview: _____
3. Introduction
 - a. Interviewer:
 - b. Interviewee (name, position, organization):

- Purpose.
 - The primary objectives of this project are to discover any training needs of QCI and weatherization staff—contractors and develop a better understanding of the Network's role in the Quality Assurance process. The goal of this interview is to learn valuable insight with an overarching goal of enhancing morale.
 - Process and Objectives of this Needs Assessment Project (alter as needed)
 - Complete a needs assessment of the state Wx network based on personal interviews and review of important documents
 - Inform network of findings
 - Develop and present needed training to network personnel
 - **Anonymity confidentiality will be respected throughout the process**
 - Do you have any questions about this project?

4. How long have you worked with the Wx Program?
 - a. What positions have you held?
 - b. What experience did you bring with you?
 - c. Would you like to hold a different position within the Program?
 - d. How would you describe the Wx program objectives in a few sentences
5. What is working well with the Wx program?
 - a. Training
 - b. Technical
 - c. Procedures
 - d. Administrative
 - e. Salary or wages
 - f. Personal relationships
 - g. Operational efficiency
 - h. Program compliance
6. What is NOT working well with the Wx program?
 - a. Training
 - b. Technical
 - c. Procedures
 - d. Administrative
 - e. Salary or wages
 - f. Personal relationships
 - g. Operational efficiency

- h. Program compliance
- 7. What do you think of the last training you had for the Wx program?
 - a. Which diagnostic procedure do you feel most comfortable performing?
 - b. Which diagnostic procedure do you feel least comfortable performing?
 - c. Is there adequate support while learning new skills?
- 8. What are some improvements that could be made?

