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**NC State Extension 2017 Needs Assessment**

**County Manager Interview Instructions**

Each District Extension Director (DED) should schedule face-to-face interviews with the County Manager in each county in their district. If a face-to-face interview is not possible a phone or zoom interview may be substituted. The least desirable method is to send the County Manager the list of questions to respond to in writing.

Talk to each of the County Extension Directors (CED) to determine if the interviews should be completed jointly with both the CED and DED or if the DED will solely conduct the interview. This determination will be made based on knowledge of the relationship between the county and Extension, relationship with County Manager, scheduling, and other relevant factors.

Interviews should take place between **July 15, 2017 and September 30, 2017**.

Please use the information provided on how to conduct interviews to re-familiarize yourself with conducting interviews. The interview script should be used as a guide for the interview. An interview note taking sheet is provided for your use (please reproduce as needed). This sheet is optional, you may wish to take notes on a legal pad or some other device. You also have the option of recording the interview. If you record the interview, take back-up notes, as recordings can be difficult to transcribe. Also, ask for permission prior to recording the interview. Following note transcription, all recordings must be deleted.

At the conclusion of the interview provide each County Manager with the information sheet on completing the online needs assessment survey and request they complete the survey by October 15th 2017. Following each interview please have interview notes entered electronically at <http://go.ncsu.edu/countymanagers> All interview notes should be submitted by **October 15, 2017**.

Tasks/Timeline:

* Review interview materials
* Discuss interview plan with CEDs in each county
* Schedule interviews with each County Manager
* Conduct interviews (due Sept 30, 2017)
* Provide County Managers with link to needs assessment survey
* Submit interview notes online (due Oct 15, 2017)