

General Interview Guide
To be Used in Studying the Department of Public Health

The following guide is not to be considered as a questionnaire. It does, however, indicate the general lines along which MSU will conduct its study. Each person concerned is respectfully requested to have at hand for the interview such documents, charts, and other items of information as needed, as revealed by the guide.

I. General Organization

- A. How is your service or bureau organized? (A chart showing the organization will be most helpful.)

- B. Exactly what is the role of your office?

- C. Do the functions of your office fit with those functions described in the appropriate arretes?

- D. To whom are you responsible?

- E. What lateral liaison do you have within the department and how is it conducted?

- F. To what extent are you able to delegate authority? Do you have a deputy? Do you have an assistant? Do you require that all outstanding correspondence be signed by you?

- G. What liaison does your office have with other departments?

- H. How does your office relate with the professional offices?

- I. Briefly describe how your office oversees and directs the activities in the field which pertain to your office.

II. Program

- A. What are the objectives of your service or office?

- B. What do you do to implement the program?

- C. In what areas do you feel that the program could be better administered?

- D. What suggestions have you made in the past?

III. Personnel

- A. How many personnel, by type, are under your control, either directly or indirectly?

- B. How do you go about replacing inefficient or retired personnel?

- C. What kind of evaluation program do you have to sift out the inefficient workers?

- D. What kind of program do you have to reward or recognize superior accomplishments?

- E. Have you any problems of morale in your office or service?

- F. Have any of your employees had field experience?

- G. Do your employees make suggestions to you as to ways to improve administration?

H. Do you have any sort of an employee suggestion program?

I. Is there any system of in-service training established in your office? If so, please describe it to us.

J. How often do you meet with your employees to discuss problems of the day?

IV. General

MSU would like to know what suggestions you have or what plans you have made to make the Public Health Program more efficient and successful. (The interviewers will welcome any ideas which the interviewee might have, not only in his field, but in the entire Public Health Department Program.)