



## **Interview Checklist** ***Government Agency***

Bureau, agency or department name: \_\_\_\_\_

Public service mission: \_\_\_\_\_

Sector of the population to which agency's services are directed: \_\_\_\_\_

Top positions titles and person's names in agency such as Executive Director, Secretary of Department, elected positions, legislators, Governor, Lieutenant Governor, Mayor, Senators, Representatives: \_\_\_\_\_  
\_\_\_\_\_

Level of government at which the agency functions – city, county, township, state, region of the state, federal: \_\_\_\_\_

Branch of government – executive, judicial, legislative: \_\_\_\_\_

Counterpart to the agency at the different levels of government, for example Chicago Housing Authority is the municipal level of the state and federal department of Housing and Urban Development: \_\_\_\_\_

Recent news articles, reports or stories involving the bureau, agency, or department: \_\_\_\_\_  
\_\_\_\_\_

Size and jurisdiction of office with whom you are interviewing; as well as size and jurisdiction of parent agency to the office: \_\_\_\_\_

Recruiting terminology, for example the federal government calls an open position a vacancy; GS level is the grade level equivalent to a particular salary range for the federal government; state and municipal levels of government may have their own specialized vocabulary for the hiring process: \_\_\_\_\_  
\_\_\_\_\_

Political appointments, elected and hired positions within the agency with whom you are interviewing: \_\_\_\_\_  
\_\_\_\_\_

Partnerships with nonprofit agencies: \_\_\_\_\_

Contracts and business relationships with corporations and manufacturing companies: \_\_\_\_\_  
\_\_\_\_\_

Relationship of government agency with which you are interviewing to other government departments or agencies; differences between focus of public service and connection between them: \_\_\_\_\_  
\_\_\_\_\_