Cheryl Chao
November 25th, 2019

Formal Report Interview Questions

I am an undergraduate student at UBC and this interview is conducted for my technical writing project. The purpose of this interview is to understand the causes of data collection inaccuracy during a session and to propose a solution to improve data collection accuracy at Fairview Behaviour Consulting Inc.. The data collected will be used in a formal report to seek causes and potential solutions given to Fairview Behaviour Consulting Inc..

Responses for this interview are voluntary and anonymous. This interview is intended to take 10-15 minutes. If you have any questions or comments, feel free to contact Cheryl Chao at cherylchao.27@alumni.ubc.ca.

Thank you so much for your time!

1. How often are team meetings scheduled?
2. Are there step by step instructions on how to run each program?
3. What are ways to support BIs that have not attended team meetings?
4. What are the communication methods used amongst a team of BIs?
5. Please rank the efficiency of current communication methods amongst the team? (1 = strongly inefficient , 5= strongly efficient)
6. Data collection inaccuracy is:
    a. Not impactful towards my judgements on future programs
    b. Somewhat impactful towards my judgements on future programs
    c. Mostly impactful towards my judgements on future programs
    d. Very impactful towards my judgements on future programs
    e. None of the above
7. What are potential impacts of data collection inaccuracy for yourself and the clients?
8. To what extent do you agree that program checklists and program material should be posted in an online folder with passwords (1= strongly disagree 5= strongly agree)
9. If you disagree, what are some potential reasons?
10. To what extent do you agree that BIs should record themselves running new programs to receive immediate feedback. (1= strongly disagree 5= strongly agree)
11. If you disagree, what are some potential reasons?
12. To what extent do you agree to have bi-weekly meetings to better monitor progress?
13. If you disagree, what are some potential reasons?
14. Any other comments?