

Jurisdiction Lead Interview Recruitment Messages

Initial Invitation Email

Email Subject Header: Seeking your feedback about Center for States services

Hello [Insert Jurisdiction Lead Name],

I am a member of the Center for States evaluation team, and I am reaching out to invite you to participate in a virtual interview with us to learn more about your experiences with the Tailored Service project: [Insert jurisdiction-project title].

We conduct annual interviews for each Tailored Service project, generally near the end of a one-year work plan or when the project ends, as part of our efforts to evaluate service delivery and project outcomes. These interviews are conducted over the phone and last about 45-60 minutes. We will send questions covered during the interview to you before the interview so you know what is being asked and can prepare your responses. The feedback you share with us will be held private and any reporting of results will be in aggregate and will not specifically identify you.

Please let us know if you would like to participate in an interview by responding to this email with a few dates/times that are convenient for you over the next few weeks. We will then schedule the interview and send you a calendar appointment with additional details. Thank you for considering this request, and we look forward to your participation and feedback. If you have questions or concerns, please feel free to contact me.

Thanks,

[Insert Center for States Staff Name]

Reminder Email

(Reply to the initial invitation email)

Hi [Insert Jurisdiction Lead Name],

I am following up on this invitation to participate in an interview with the Center for States. If you would like to interview, please send me some dates/times that are convenient for you in the next few weeks, and I'll work to set up an appointment.

Thanks so much!

[Insert Center for States Staff Name]

Attaching Interview Protocol Email

(Reply to the response of the invitation email)

Body message:

Hi [Insert Jurisdiction Lead Name],

Thank you so much for responding! I can schedule the interview on [Insert Date at Time]. I also attached the questions so that you can read them ahead of time to prepare yourself for the interview. A calendar invite with the instructions on how to dial into the call will be sent shortly.

Thanks!

[Insert Center for States Staff Name]

Outlook Invitation

Subject Line: Center for States Interview with [Insert name]: [Insert Jurisdiction/name of project]

Body Message:

Hi [Insert Jurisdiction Lead Name],

Thanks so much for your willingness to share your feedback with us about Center for States service delivery on [Insert jurisdiction] project entitled: [Insert Name of Project].

This is to confirm that the interview is scheduled for [Insert date at time] and will be conducted by [Insert Center for States Staff Name] (cc'd above). The interview will last approximately 45-60 minutes.

Please use the dial-in number and access code noted in the location field of this calendar invite (and also below) to call into the conference line. We look forward to talking with you!

[Insert Dial-in Instructions]

Thanks,

[Insert Center for States Staff Name]