

Project Lead Role and Action Items

Before the Interview

Your role before the interview is to help all participants feel comfortable and prepared coming into the interview. Please encourage authenticity and transparency from participants. We also ask for your support in making sure that everyone knows where they need to be and when, and that they have the appropriate technology in place to participate. **Please complete each of the following activities:**

- Gather availability from all participants and select your desired interview date and time via the Doodle poll by Thursday, March 31.
 - Cities: <https://doodle.com/meeting/participate/id/kaz4mg2d>
 - Counties: <https://doodle.com/meeting/participate/id/DbDZ98ke>
- Submit any accessibility requirements to Gabi Peterson by Thursday, March 31. The Challenge Team cannot guarantee any accommodations submitted after this deadline.
- After you select your interview slot on the Doodle poll, send a calendar hold to your community interview participants. Gabi will follow up with an official calendar hold and Zoom link after the March 31 deadline.
- Let your HCCC coach know during your April coaching call if there are specific interview questions you want her to prioritize from the draft interview guide, or probes you'd like to be asked. While the main questions will be the same for all communities, the coaches will create a unique interview guide for each project team based on your feedback.
- Complete the [journey map activity](#) with the interview participants (and possibly others from your community/project team). Confirm that all participants understand the purpose of the interviews and scope of work to be discussed. Support them in being ready to speak in their own voice about their personal experience with the project.
- Submit your visual journey map to hccc@apha.org at least one week prior to the interview. This will support your coach in finalizing your tailored interview guide. We may also use these visuals on our website or other communications materials, with your permission.
- Complete your participant form and confirm that all participants have submitted their forms at least two weeks prior to the interview. The participant form will be shared after the interview has been scheduled.
- Confirm compensation plans for community members.
- Support community members in accessing needed technology. If you have technology questions, please reach out to Gabi Peterson at gabriellap@healthyplacesbydesign.org.

During the interview

Your primary role is to serve as an active listener, deferring to others to speak first. You should join the conversation to add clarifying or other key information, and to ask questions of other participants that further their responses. You are not expected to facilitate the conversation. This role will be fulfilled by your community's coach. Here are a few tips on how to engage:

- Let others share their voice who aren't typically on 1:1 calls with your HCCC coach.
- Share important ideas after others have had a chance to share.
- Be mindful of the time when responding. The HCCC interview team will keep time and provide cues when we need to move on to the next question.
- If possible, please try to join the interview 5-10 minutes before your scheduled time to check that your technology is working properly.

After the interview

You are welcome to share additional information with your coach after the interview if there are things you did not get to talk about. We suggest that you check in with the other participants to see how they are feeling after the experience and encourage them to reach out to our team if they have questions or concerns. We will provide you with a transcript when it is available so that you have the opportunity to act on the ideas that were generated. You are welcome to use the interview guide to continue your conversation or to conduct additional research in your community. Since the interview will address participants' aspirations about your HCCC project's future, we hope the discussion can help create or add momentum to conversations about sustaining your work following the formal end of the initiative.