Appendix A. Checklist for Establishing a Student Interview Team

Yes	No	Partial	Will be implemented (Date)		Task
				1.	Identify a main point of contact at the health department and partnering university for coordinating the student team
				2.	Work with Department of Human Resources (or equivalent) to determine feasible hiring mechanisms and details for paying student wages
				3.	Determine where students will work (office space) and have supplies prepared for their work (computers, phones, office supplies)
				4.	Determine requirements for supervising students while they work and establish any necessary arrangements to accommodate those requirements with main point of contact/coordinator
				5.	Identify venues and partners for recruiting students to participate (e.g. academic institutions, student associations)
				6.	Begin recruitment process with plans for future recruitment so that incoming students overlap with more experienced students
				7.	Engage LHDs to encourage use of student team assistance for conducting interviews
				8.	Engage LHDs to determine standard operating procedures that would be mutually acceptable for state and local public health officials
				9.	Review existing training materials and determine needs for developing other materials, including jurisdiction-specific information and protocols
				10.	Develop any needed training materials to cover all applicable privacy rules, jurisdictional SOPs, interviewing logistics, data systems, etc. (see page 3). This should include a written training manual that is easily accessible to all students.
				11.	Conduct training with incoming students
				12.	Evaluate pre- and post-test results following training (if applicable) and elicit feedback from students to improve future rounds of training
				13.	Implement a scheduling system to ensure adequate coverage for interviewing that includes business and non-business hours
				14.	Implement refresher trainings as needed
				15.	Identify routine surveillance activities that students can assist with
				16.	Identify special projects that students can participate in
				17.	Conduct individual student evaluations for performance and efficiency
				18.	Elicit student feedback about their experience as part of the team
				19.	Conduct exit interviews with students
				20.	Track the number of students who have participated
				21.	Track what opportunities students take when leaving the team