UReady Interview Form

Step 1: Department Identification

Purpose: This is an interview form that may be of assistance if you choose to conduct any interviews to gather information for your continuity plan. The questions below are the same questions that are displayed in the on-line tool. This form will enable you to collect information for later entry into the on-line tool.

Asterisk: Questions marked with an asterisk (*) are mandatory/ required response.

Glossary: A Glossary of Terms can be printed separately (see the Printing Menu).

GUIDANCE:

- The definition of "academic appointee" varies from campus to campus. Your HR office knows who these are. Some typical examples are: professor, lecturer, librarian, curator, teaching assistant, graduate student instructor, graduate student researcher.
- "Student-staff" refers to work-study students and other employed undergraduates. Do not count unpaid student interns.
- Contractors and other non-University employees who are a part of your unit's daily operations should be counted in the "Other" field. Be sure to explain who these "Other" personnel are.

Number of personnel*: (headcount – approximations are okay)

Faculty and other academic appointees:

Residents/Fellows:

Staff (full-time):

Staff (part-time, excluding students):

Student-staff:

Volunteers:

Guests:

Other (explain below):

Type of Department*: From the list, please select the description that best fits this unit. Select more than one if appropriate.

☐ Collections (Library/ Museum)

☐ Healthcare/ Clinics/ Hospitals

☐ Instructional

☐ Research

☐ Student Services

☐ University Operations/ Campus Support Services

Location(s) occupied: Identify all the building(s) that your unit occupies, including storage space.

Evacuation Plans: Do all your buildings have evacuation plans? Select one:

☐ Yes

☐ No

☐ Some, not all

☐ Do not know

Cost Center: What cost center(s) does this plan cover? (Leave blank if this term is not used in your unit.)

Comment or explanation (if needed):