

Att.M-2_PHL Fellowship Host Site Supervisor Interview Invitation Email

From: CDC Public Health Law Fellowship Administration (PHLFellowship@cdc.gov)

To: Fellowship Host Site Supervisors

Subject: Public Health Law Fellowship Host Site Supervisor Interview

Date: (TBD)

Greetings Public Health Law Fellowship Host Site Supervisors,

As the **SEMESTER COHORT** fellowship draws to a close, our program team is reflecting on our important partnership with you. In order to capture your thoughts, experiences, and suggestions for improvement, our evaluation team would like to interview the primary supervisor for the fellow about their experience. The interview should not last more than 60-minutes. We will use the information from these host interviews to continuously improve our program and provide the best experience possible for our fellows and hosts to bolster the public health law workforce. A doodle poll sign-up sheet has been created to assist with scheduling.

If you are not the primary supervisor for the fellow, please do not complete the doodle poll and instead send an email to PHLFellowship@cdc.gov with the email address for the primary supervisor or forward this email to them directly.

Please review the sign-up sheet and select all day(s)/time(s) (all times in ET) that you are available. The doodle poll will close on **DATE**. After collecting information from the doodle poll, evaluation team staff will send a Teams meeting invitation for you to participate in one interview. Calendar invitations for your interview will be emailed on **DATE**.

The doodle poll is available at: [LINK](#)

The interview is estimated to take 60 minutes or less to complete. Your open and honest feedback is appreciated. Your participation is voluntary, and you may skip questions or exit the interview at any time without any adverse consequences. Findings will be included in a report to CDC that may be publicly available. In this report, data or quotations will not be linked to the identity of a particular respondent or organization. For more information about this evaluation, please contact Abigail Ferrell at FFerrell@cdc.gov.

Thank you in advance for your participation.

Sincerely,

Name, Title

Affiliation

Email