

**AGENCY PROFILE  
OUTLINE**

Name:	MUID#
Agency:	Agency Address and Phone:
Office hours M_____T_____W_____T_____F_____S_____Sun_____	

**1. Introduction**

Why did you select this agency? (personal reason):

  
  

Why did you select this agency? (objective reason):

  
  

What is the history of this agency?

**2. Interview with the Executive Director of the Agency or other agency administrator:**

Number of employees:

  

Definition of Social Work roles in the agency:

  
  

Define the services, clients, costs, and budget of the agency:

3. Outline the laws that provide the governmental sanctions and legitimacy for the existence of this agency:



4. How does the agency evaluate its effectiveness? What are your observations about the effectiveness? Would you suggest any changes?

