

Appendix F: Follow-up Suggestions and Red/Yellow Flags

Firm ID: _____

Visitors: _____

Please complete as a team immediately following your interview.

1. Rank the urgency of a follow-up on a scale from 1 to 5, with 5 being the most urgent. Red flag issues (for example, a business with plans to leave or shut down) require immediate attention and would have a rank of 5 while a firm with no concerns or requests would likely have a rank of 1.

Urgency of follow-up: _____

2. List any urgent issues that require immediate attention, such as relocation, closing, employee layoffs, or problems with expansion.

3. List the key concerns of the business.

4. List any requests for information or any immediate or short-term needs of the business.