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| **INTERVIEW GUIDE** | | | |
| Candidate Name and Surname |  | | |
| Position Title | Intern - Carbon Emission Health Monitor (6 Months FTC) | Interview Date | 07 June 2023 |
| Division/Syndicate/Unit/Project | Wits RHI | | |
| **INTERVIEW GUIDELINES** | | | |
| 1. Welcome the candidate and introduce the interviewers. 2. Put the candidate at ease by informing him/her that it is policy to record all interviews to facilitate the selection process. 3. Explain that the purpose of the interview is to:  * Assess whether the candidate has the skills, knowledge and experience to meet the requirements of the position. * Provide information about the position and the organisation.  1. Pose all questions in the interview template to the candidate and record all answers. 2. At the end of the interview, ask the candidate whether he/she has any questions. 3. Thank the candidate for a productive interview and explain the next step(s) in the selection process. | | | |
| **SECTION A: BACKGROUND QUESTIONS** | | | |
| * Please tell us about your career goals and how can this internship help you reach them. |  | | |
| * What attracted you to this company? * Do you work better alone or with a team? * Tell us about a time when you had to learn something new quickly? |  | | |

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| **SECTION B: Organisational fit questions** | |
| **Question 1**   1. What Kind of management style do you prefer? Why / What kind of team members do you prefer to work with? Why? |  |
| **Question 2**   1. What is important to you in an organisation? |  |
| **Question 3**  What kind of working environment do you prefer to work in? |  |
| **SECTION C: Technical Competencies** | |
| **Behavioural Competencies** |  |
| 1. Data Analysis Skills: "The AKDN tool requires the use of readily available data related to health operations, including supply chain aspects, and it automatically organizes data by different Scopes (1,2, and 3) to avoid double counting. Can you provide examples of when you've had to gather, analyze, and organize complex sets of data? How comfortable are you with handling large data sets?" 2. Stakeholder Engagement: "The success of carbon monitoring often depends on effectively communicating with and persuading stakeholders to provide the necessary data. Could you share an example of when you had to engage with stakeholders to obtain data or buy-in for a project? How did you approach these conversations?" 3. Problem-Solving: "Occasionally, you may face resistance or run into obstacles when trying to collect the necessary data. Can you provide an example of a challenging situation you encountered when gathering data, and how you handled it?" 4. Data Confidentiality: "Working with data often involves handling sensitive or confidential information. Can you describe your experience with handling confidential data, and how you ensure it's managed appropriately?" |  |
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| **INTERVIEWEE QUESTIONS** | |
| Do you have any questions you would like to ask us? |  |

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| **INTERVIEW SCORE CARD** | | | | | | | | | |
| **POSITION DETAILS** | | | | | | | | | |
| Candidate Name and Surname | |  | | | Project | |  | | |
| Position Title | | Intern Carbon Emission Health Monitor | | | Interview Date | | 07 June 2023 | | |
| **INTERVIEWER DETAILS** | | | | | | | | | |
| Interviewer Name | |  | | | Signature | |  | | |
| **CANDIDATE SCORING** | | | | | | | | | |
| Scoring Key | 0/10 **or** 0/5 – **Poor** | | 1-3/10 **or** 1-2/5 – **Fair** | 4-7/10 **or** 3/5 – **Good** | | | | 8-10/10 **or** 5/5 – **Excellent** | |
| Prior experience | **/10** | | Organisation fit comments |  | | | | | |
| **Organisational fit questions** | | | | | | **Scoring** | | | |
| Management style | | | | | |  | | |  |
| Working Environment | | | | | |  | | |  |
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| **Technical Competencies** | | | | | | | | | |
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| Scoring total  \* Keep raw scores, will be converted into percentages when doing interview summary | | | | | |  | | |  |