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| **INTERVIEW GUIDE** | | | |
| Candidate Name and Surname | Elizabeth Frederick | | |
| Position Title | Senior Portfolio Manager and Hub Administrator | Interview Date | 3/4/2024 |
| 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 give us a brief overview of your relevant work experience.  [**Prior Experience**] |  | | |
| Please tell us about yourself current position/role/duties and why you applied for this research position. Prompt: what will you offer to this position.  Why did you apply for this position? what is your interest in research? and/or  Why do you want to leave your current position/ why did you leave your previous position?  . |  | | |

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| **SECTION B : KEY PERFORMANCE AREAS** | |
| 1. **Strategic Planning and Grant Compliance:**    * Can you provide an example of how you have developed and implemented a strategic vision for a complex, multi-country project in the past? How did you ensure compliance with donor regulations and manage partnerships effectively? 2. **Data Management and Acquisition:**    * Describe your experience in overseeing data acquisition strategies and implementing data governance practices. How do you ensure data integrity and compliance with data sharing agreements? 3. **Financial Management and Reporting:**    * Can you discuss your approach to long-range financial planning and budget management for large-scale projects? How do you monitor expenditure and ensure compliance with donor financial reporting requirements? 4. **Stakeholder and Staff Management:**    * How do you manage relationships with internal and external stakeholders to ensure strategic and operational alignment? Additionally, can you provide an example of how you have managed and developed a team to achieve project goals?   **Insight and Understanding** |  |
| Question 2   1. How would you manage conflict with a stakeholder. 2. How would you manage donor expectations. 3. Why should we hire you? What value would you add to the position. 4. Share an experience in which you successfully responded to a difficult regulatory inquiry. |  |
| **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 | | HEAT Center | | |
| Position Title | | Senior Portfolio Manager and Hub Administrator: | | | Interview Date | |  | | |
| **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 |  | | | | | |
| **Key Performance Area** | | | | | | **Scoring** | | | |
| Insight and Understanding | | | | | |  | | | **10** |
| **Baseline Competencies** | | | | | | | | | |
| Team Management | | | | | |  | | | **10** |
| Change Management | | | | | |  | | | **10** |
| Conflict Management | | | | | |  | | | **10** |
| Scoring total  \* Keep raw scores, will be converted into percentages when doing interview summary | | | | | |  | | | **50** |