
Individual Interview Protocol HR or QA Manager

Name:

Position: HR or QA Manager

Main responsibilities:

1. Please tell me a bit about your employees:

1. How many employees?
2. What is the range of education of employees?
3. Roughly, what would be the average length of time that employees have been here?
4. Are there any challenges in finding the kinds of employees you need?

2.

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3. What are the main skills employees need to do their jobs well?

4. What are the qualities or attitudes of your "star" employees?

5. [Handout - "Skills for Success"]

In terms of the nine Skills for Success, what do you see as the training needs of employees?		
Skill	Training Needed?	How would employees' job performance be improved?
Reading		
Numeracy (Math)		
Writing		

Digital		
Problem Solving		
Communication		
Collaboration		
Adaptability		
Creativity & Innovation		

6. In addition to the Skills for Success training that you've identified, what other training needs do you see?

Supervisors	Workers

7. How would training in those areas improve employee performance of their duties?

Supervisors	Workers

8. In your opinion, what has made _____ so successful?

9. Is there anything you'd like to add?