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Appendices



Appendix A

Opportunity Creation Personal Interview Schedule



"Never wait for an opportunity; be prepared for when the opportunity arrives."

- Les Brown



Naam van personeellid
Name of Staff Member

Personeelnommer
Staff Number

Afdeling / Kantoor
Section / Office

Datum van gesprek
Date of Interview

Gesprekleier
Interviewer

Hoedanigheid van gesprekleier
Capacity of Interviewer

MHB-beampte / bestuurder
HR Official / Manager



Afdeling A: Verkenning
Section A: Background Information

(Hierdie afdeling moet vooraf aan die personeelid gegee word vir voltooiing, sodat dit voor die gesprek terug ontvang word vir voorbereiding)
(This section must be given to the employee for completion in advance, in order to be returned for preparation before the interview)

Deel 1: Persoonlike agtergrondinligting
Part 1: Personal Background information

1.1 Oor watter naskoolse kwalifikasies beskik jy?
What post-school qualifications do you have?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

1.2 Wat in die lewe is vir jou belangrik?
What is important in your life?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

1.3 Is jy verplaasbaar ? (Indien nie, motiveer)
Are you transferable? (If not, motivate)



Deel 2 : Werksgeskiedenis

Part 2 : Working History

2.1 Beskryf kortliks jou loopbaan se verloop vanaf matriek tot nou toe, in terme van die organisasie, poste beklee en tydperke daaraan verbonde.

Briefly describe your career from matric up to now, in terms of the Organisation, posts held and periods involved.

Organisasie Organisation	Posisie beklee Position held	Tydperk (in jare) Period (in year)	Rede vir diensverlating Reason for termination of service

2.2 Watter drie aspekte gee daartoe aanleiding dat jy by die organisasie wil bly?

Which three aspects incite you to stay with the Organisation?

- a) _____
- b) _____
- c) _____

2.3 Watter drie aspekte sal vir jou voldoende redes wees om die organisasie te verlaat?

Which three aspects would be sufficient reasons for you to leave the organisation?

- a) _____
- b) _____
- c) _____

2.4 Van al jou pligte en verantwoordelikhede in die verlede, watter drie het jy die meeste geniet en van watter drie het jy nie gehou nie? Motiveer kortliks.

Of all your duties and responsibilities in the past, which three did you enjoy most and which three did you not like at all? Give brief reasons.

Geniet / Enjoyed:

- a) _____
- b) _____
- c) _____

Nie geniet nie / Disliked:

- a) _____
- b) _____
- c) _____

2.5 Wie is jou belangrikste rolmodel en waarom?

Who is your most important role model and why?

2.6 Oor watter eienskappe dink jy beskik jy wat van jou 'n goeie leier sal maak?

What characteristics do you think you have which would make you a good leader?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____



Deel 3 : Belangstellings

Part 3 : Interests

(Indien tyd 'n probleem is, noem wat jy graag sou wou doen as tyd dit toegelaat het. Merk dit net duidelik uit.)

(If time is a problem, indicate what you would have liked doing if time allowed it. Please indicate clearly.)

3.1 Aan watter sportsoorte neem jy deel of volg jy graag?

Which sports do you enjoy participating in, or do you enjoy following?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

3.2 Watter stokperdjies beoefen jy?

What hobbies do you have?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

3.3 Wat beteken dié twee aspekte (3.1 en 3.2) vir jou persoonlike ontwikkeling?

What do these two aspects (3.1 and 3.2) mean for your personal development?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

Deel 4 : Persoonlike lewensdoelwitte

Part 4 : Personal Goals in Life

4.1 Wat is die één ding wat jy graag in jou persoonlike lewe wil bereik en waarom juis dit?

What is the one thing you would like to achieve in your personal life and why precisely this?

4.2 Watter verbintenis bestaan tussen jou loopbaan en persoonlike doelwitte? Motiveer.

What link is there between your career and your personal goals? Give reasons.

4.3 Pas die organisasie by hierdie doelwitte in? Motiveer jou antwoord.

Does the organisation fit in with these goals? Give reasons for your answer



Deel 5 : Huidige posisie

Part 5 : Current Position

5.1 Watter drie take van jou huidige pos geniet jy die meeste en waarom?

Which three tasks of your current post do you enjoy most and why?

- a) _____
- b) _____
- c) _____

5.2 Watter drie take van jou huidige pos geniet jy glad nie en waarom nie?

Which three tasks of your current post do you enjoy most and why?

- a) _____
- b) _____
- c) _____

5.3 Hoe kan jou pos verder verryk word om meer geleenthede aan jou te bied?

How can your post be further enriched to offer you more opportunities?

- a) _____
- b) _____
- c) _____
- d) _____

5.4 Watter faktore het die grootste invloed (positief en negatief) op jou doelwitbereiking in jou huidige pos?

Which factors have the greatest influence (positive or negative) on the achievement of your goals in your current post?

Faktor	Positief/Negatief
<i>Factor</i>	<i>Positive/Negative</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



5.5 Watter posisie sal jy graag volgende wil beklee? Waarom?

Which position would you like to hold next, and why?

5.6 Wat moet of kan jy nog beter doen in jou huidige posisie en hoe gaan jy dit regkry?

What can or should you do even better in you current position and how are you going to manage this?

5.7 Hoe ervaar jy jou huidige beroep? Motiveer jou antwoord.

How do you feel about your current career? Give reasons for your answer.

5.8 Wat maak, volgens jou, 'n bestuurder suksesvol? Motiveer.

What, in your opinion, makes a manager successful? Give reasons.

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____



AFDELING B : TOEKOMSONTLEDING
SECTION B : FUTURE ANALYSIS

(Hierdie afdeling moet saam met die onderhoudvoerder voltooi word.)
(This section must be completed in conjunction with the interviewer.)

Deel 6 : Toekomstvisie
Part 6 : Future Vision

6.1 Waar sal jy jouself graag oor _____ jaar wil sien?

Where would you like to see yourself in _____ year's time?

(Daar word verder in die vraelys telkens na die 2 jaar doelwitpos verwys.)
(The questionnaire further refers to the 2-year goal post.)

2 : _____
5 : _____
10 : _____

6.2 Wat behels die 2 jaar-doelwitpos volgens jou, in terme van take/ verantwoordelikhede?

What in your opinion, does the 2 year goal position entail in terms of tasks/ responsibilities?

6.3 Wat doen jy om dit te bereik of jouself daarvoor voor te berei?

What are you doing in order to achieve this or to prepare yourself?



6.4 Wat sal jou belemmer in die bereiking daarvan?

What would be an obstacle in your way to achieving it?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

6.5 Waaraan meet jy jou sukses?

What yardsticks do you use to measure your success?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

6.6 Is jy van mening dat jy binne die organisasie aan hierdie doelwitte sal kan voldoen? Motiveer.

Are you of the opinion that you will be able to achieve these goals in the organisation? Give reasons.



Deel 7 : Realiteitstoetsing
Part 7 : Reality Testing

7.1 Beskik jy oor die vermoëns om aan die verwagtinge van jou mikpunte te voldoen?

Do you have the abilities to meet the expectations of your goals?

Ja? – Lys die vermoëns waaroor jy beskik.

Yes? -List the abilities you have.

- a) _____
- b) _____
- c) _____

Nee? – Lys die vermoëns wat jy nodig het om dit reg te kry.

No? -List the abilities you need to acquire to be able to achieve them.

- a) _____
- b) _____
- c) _____

7.2 Wat dink jy het jy alles nodig om daar uit te kom en wie moet dit voorsien?

What do you think you need to get there, and who should provide this?

Benodig

Voorsiener

Need

Provider

_____	_____
_____	_____
_____	_____
_____	_____

7.3 Wat het jy alreeds uit jou eie gedoen om hierdie mikpunt te kan bereik?

What have you already done off you own bat to achieve these?

- a) _____
- b) _____
- c) _____
- d) _____



7.4 Watter prestasie-standaard moet jy handhaaf om aan die posvereistes te voldoen?

What performance standard do you have to maintain to meet the requirements of the post?

7.5 Wat sal jy moet opoffer om jou mikpunte te kan bereik?

What will you have to sacrifice to be able to achieve your goals?

- a) _____
- b) _____
- c) _____

7.6 Watter tegniese kennis het jy nodig om hierdie mikpunt te kan bereik?

What technical knowledge do you need to achieve these goals?

- a) _____
- b) _____
- c) _____

7.7 Hoe dink jy sal die bereiking van hierdie mikpunte impakteer op jou:

How do you think achieving these goals will impact on your:

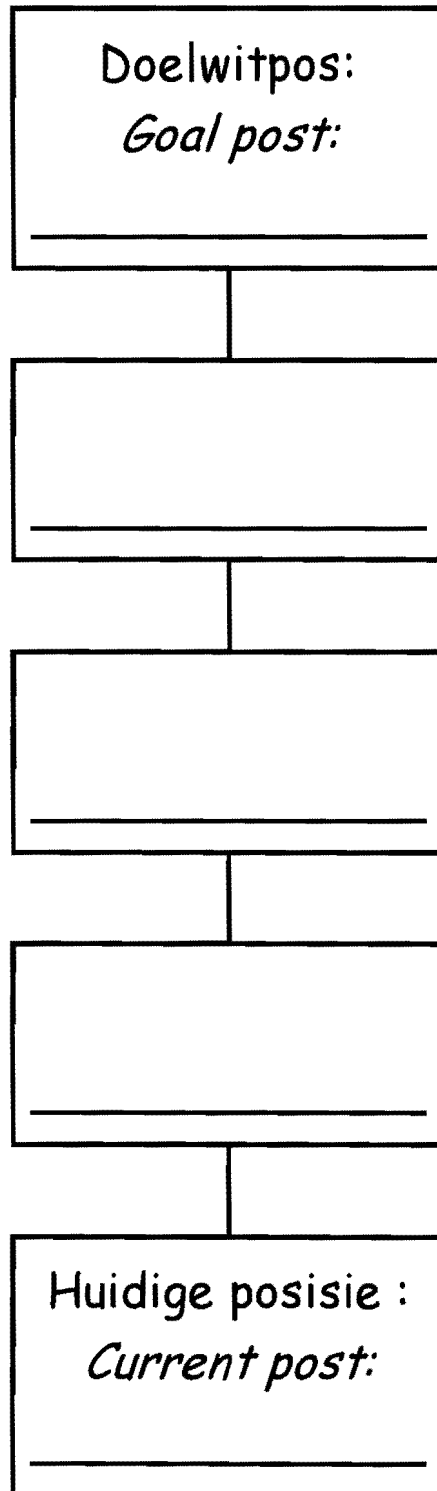
- a) Eggenoot/e
Spouse

- b) Kinders
Children

- c) Ouers en/of Skoonouers
Parents and/ or Parents-in-laws



Deel 8 : Posisie van doelwitpos in struktuur
Part 8 : Position of goal post in structure



(Die werklike posvereistes moet op hierdie stadium aan die personeellid voorgehou word.)
(The real job requirements should be given to the employee at this point in time.)

Deel 10 : Prestasie

Part 10 : Performance

(Hierdie gedeelte moet deur die individu se bestuurder/toesighouer voltooi word.)
(This section must be completed by individual's manager/supervisor.)

10.1 Dui die prestasie van die individu vir die afgelope 3 jaar aan in terme van:
Indicate the performance of the individual over the last 3 years in terms of:

Aspek/Aspect	Jaar 1/Year 1	Jaar 2/Year 2	Jaar 3/Year 3
Doelwit-bereiking <i>Achievement</i> (%)	_____ (Gemiddeld: <i>Average:</i> ____ %)	_____ (Gemiddeld: <i>Average:</i> ____ %)	_____ (Gemiddeld: <i>Average:</i> ____ %)
Gedragdimensie <i>Behavioral dimension</i>	Punt uit 5 <i>Mark out of 5</i>		
1)			
2)			
3)			
4)			
5)			

10.2 Dui die sterkpunte en ontwikkelingsasreas aan wat met beoordeling uitgewys is.

Indicate the strongpoints and development areas which have emerged in assessments:

Sterkpunte:

Strong points:



Ontwikkelingsareas:

Development areas:

10.2 Dui aan wat die individu uit eie beweging aan veral die geïdentifiseerde ontwikkelingsareas gedoen het.

Indicate what the individual has done to improve, of his/her own free will, especially regarding the development areas identified.



**AFDELING D:
ONTWIKKELINGSBEPALING
SECTION D: DETERMINING
DEVELOPMENT**

(Benut die inligting verkry uit Afdeling A, B & C ten opsigte van tegniese en gedragsvaardighede om hierdie afdeling te voltooi. Afskrifte van hierdie afdeling moet aan die personeellid én die betrokke bestuurder oorhandig word.)

(Make use of the information obtained in Sections A, B & C with regard to technical and behavioral skills to complete this section. Copies of this section must be handed to the staff member and the manager concerned)

Naam van personeellid

Name of Staff Member _____

Datum van gesprek

Date of Interview _____

Deel 11 : Sterkpunte

Part 11: Strong Points

(In volgorde van sterkte, met 1 die sterkste.)

(In sequence of strength, with 1 being the strongest.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Nodig t.o.v. doelwitpos

Required for goal post

(Merk met 'n x)

(Mark with an x)



Deel 12 : Ontwikkelingsareas

Part 12 : Development areas

(In volgorde van behoefte, met 1 die grootste behoefte.)
(In sequence of need for development, with 1 being the largest need.)

1.		Nodig t.o.v. doelwitpos	
2.		Required for goal post	
3.		(Merk met 'n x)	
4.		(Mark with an x)	
5.			
6.			
7.			
8.			
9.			
10.			

Deel 13 : Ontwikkelingsaksies

Part 13 : Development Actions

(Korttermyn-gerig)
(Short-term oriented)

	Aksieplanne (in prioriteitsvolgorde) <i>Plans of Action (in order of priority)</i>	Verantwoordelike persoon <i>Responsible Person</i>	✓
1.			
2.			
3.			
4.			
5.			
6.			



Appendix B
Research Interview schedule



12. Is the “top-down” principle applicable in this regard or not? Why?
13. How do you view the training practices within the program?
14. At what rate should this program be implemented?
15. How regularly should follow-ups take place?
16. Psychometric testing forms part of the process. What is your personal feeling with regards to the incorporation of psychometrics?
17. How do you view the application of the readiness pool?
18. How do you view the role of internal advertisements?
19. How do you think inter-division transfers should be handled?
20. Is there anything else you would like to add?



Appendix C
Personal Data Form



Implementation of Opportunity Creation

Personal Data Form

Name and surname	
Age	
Qualifications	
Division	
Office	
Designation	
Job grade	
Length of service	