Project Finance/Human Resources Manager - Checklist

1. Have you ever been in a position to directly manage employees? \*

Yes

No

If yes :

1.a- How many people did you manage? \*

……………………………………………………………………………………………………………………………………………………………

1.b- And what were your main responsibilities as a manager? \*

……………………………………………………………………………………………………………………………………………………………

2. What is your understanding of the role of HR and Finance manager in the mission activity? \*

……………………………………………………………………………………………………………………………………………………………

3. Have you ever had the opportunity to manage a budget for which you were responsible? \*

Yes

No

If yes :

3.a- Describe the context, your role and achievements, and the budget volume considered. \*

……………………………………………………………………………………………………………………………………………………………

4. Do you have experience of managing accounting tools? \*

Yes

No

If yes :

4.a- Which ones? \*

……………………………………………………………………………………………………………………………………………………………

4.b- Describe your role and achievements \*

……………………………………………………………………………………………………………………………………………………………

5. Have you ever had cash management responsibilities? \*

Yes

No

If yes :

5.a- Describe your role and achievements. \*

……………………………………………………………………………………………………………………………………………………………

6. Have you had to deal with cases of fraud? \*

Yes

No

If yes :

6.a- Which ones? \*

……………………………………………………………………………………………………………………………………………………………

6.b- And with what outcome? \*

……………………………………………………………………………………………………………………………………………………………

7. Have you ever been involved in a payroll process? \*

Yes

No

If yes :

7.a- Describe the steps you were involved in. \*

……………………………………………………………………………………………………………………………………………………………

7.b- Describe your role in each of them. \*

……………………………………………………………………………………………………………………………………………………………

7.c- And let us know the number of employees at stake. \*

……………………………………………………………………………………………………………………………………………………………

8. Have you ever been involved in a recruitment, staff development and/or disciplinary process? \*

Yes

No

If yes :

8.a- Describe in which context. \*

……………………………………………………………………………………………………………………………………………………………

8.b- What were your role and achievements? \*

……………………………………………………………………………………………………………………………………………………………

8.c- And let us know the number of employees involved. \*

……………………………………………………………………………………………………………………………………………………………

9. Have you had a role in career management, training and/or training design? \*

Yes

No

If yes :

9.a- Describe the context. \*

……………………………………………………………………………………………………………………………………………………………

9.b- Describe your role and achievements. \*

……………………………………………………………………………………………………………………………………………………………

10. Have you ever been responsible for or participated in the creation, implementation and/or monitoring of HR policies? \*

Yes

No

If yes :

10.a- Describe which ones. \*

……………………………………………………………………………………………………………………………………………………………

10.b- In which context? \*

……………………………………………………………………………………………………………………………………………………………

10.c- For which size of target population? \*

……………………………………………………………………………………………………………………………………………………………

10.d- Describe your role and achievements \*

……………………………………………………………………………………………………………………………………………………………

11. Have you been involved in defining an HR strategy? \*

Yes

No

If yes :

11.a- In what context? \*

……………………………………………………………………………………………………………………………………………………………

11.b- On what subject? \*

……………………………………………………………………………………………………………………………………………………………

11.c- Describe your role and achievements. \*

……………………………………………………………………………………………………………………………………………………………

12. Have you been involved in managing social relations (relations with staff representatives, social climate, etc.)? \*

Yes

No

If yes :

12.a- Describe your role and achievements. \*

……………………………………………………………………………………………………………………………………………………………