

APPENDIX

Interview Sheet

Interviewee's name: _____

Company's name: _____

Type of the organization: _____

Size of the organization (number of employees): _____

Current position: _____

Years of experience in the internal audit profession: _____

Date of interview: _____

Questions for interview

1. To what extent are you efficient in communication skills?

Communication Skills	The degree of efficiency in communication skills			
	Outstanding	Good	Fair	Poor
1.1 Proficiency in <i>conveying and translating</i> the message to <i>another person</i>				
1.2 Proficiency in <i>conveying and translating</i> the message to <i>two or more persons</i>				
1.3 Proficiency in <i>receiving and acknowledging</i> the message from <i>another person</i>				
1.4 Proficiency in <i>receiving and acknowledging</i> the message from <i>two or more persons</i>				

Communication Skills	The degree of efficiency in communication skills			
	Outstanding	Good	Fair	Poor
.....				
.....				

Remark

Outstanding means your communication skills are much better than other internal auditors’.

Good means your communication skills are better than other internal auditors’.

Fair means your communication skills are as good as other internal auditors.

Poor means your communication skills are worse than other internal auditors’.

2. Which areas of your communication capabilities currently require the improvements?

The areas of communication capabilities needed to be improved	
_____	2.1 Ability to listen to the requirements of the board and senior management or the engagement clients
_____	2.2 Ability to communicate the internal audit activity’s plans and resource requirements to senior management and to the board for review and approval
_____	2.3 Ability to share information and coordinate activities with other internal and external providers of relevant assurance and consulting services to ensure proper coverage and minimize duplication of efforts
_____	2.4 Ability to communicate with the process owner to gather information about the process, system, or other subject matter

The areas of communication capabilities needed to be improved	
_____	<p>2.5 Ability to report periodically to the board and senior management on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
_____	<p>2.6 Ability to discuss with the process owner in order to analyze, evaluate, and conclude opinions on information about the process, system, or other subject matter</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
_____	<p>2.7 Ability to communicate results to the parties who can ensure that the results are given due consideration.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
_____	<p>2.8 Ability to communicate with all parties:</p> <p>2.8.1 Accurately</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>2.8.2 Objectively</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>2.8.3 Clearly</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>2.8.4 Concisely</p> <p>.....</p> <p>.....</p>

The areas of communication capabilities needed to be improved	

	2.8.5 Constructively

	2.8.6 Completely

	2.8.7 Timely

3. What do you suggest to improve those selected areas of your communication capabilities?

Areas	The suggestions to improve those areas
2.1	
2.2	
2.3	
2.4	
2.5	
2.6	
2.7	

Areas	The suggestions to improve those areas
2.8.1	
2.8.2	
2.8.3	
2.8.4	
2.8.5	
2.8.6	
2.8.7	