

1 What level of autonomy and decision-making do you have in your current role?

Key Considerations:

- `What decisions can you make on your own (without additional approval required or consulting anyone else)?
- `To what extent do you plan or direct your own work or the work of others?
- `Do you manage, create or develop HR practices or policies?

2 Who do you interact with on a daily basis?

Key Considerations:

- `Describe the level of the individuals you interact with- both within and outside your organization and for what purpose.
- `Describe the influence your role has over other decision-makers.
- `How does this interaction fulfill HR or organizational objectives?

3 What kind of analysis and interpretation do you do in your current work?

Key Considerations:

- `What is it that you are analyzing?
- `What are some of the key documents you are working with?
- `Do you make decisions, or influence any decisions, as a result of the analysis or interpretations that you do?
- `How is the information obtained; are you deriving it or is it provided to you?

4 What are your accountabilities?

Key Considerations:

- `What key deliverables have you completed as part of your role?
- `What are your inputs and outputs?
- `Do you develop policies, practices or procedures or have the authority to make current documents or processes more efficient/effective?