  CFI – IN BASKET EXERCISE – NOV 24

in-basket exercise candidate booklet

**IN-BASKET CANDIDATE INFORMATION**

***Instructions***

You have been given an in-basket/ in-tray containing various pieces of information relevant to this exercise. This information includes executive briefs from the CEO, handover notes from the former Director, HR which he compiled before he left as well as information/reports from Deputy Directors and other key stakeholders. ***All this information is relevant to you in your new role as Director, HR (OIC).***

After you have familiarised yourself with the fourteen (14) items and Appendix, you will be required to respond to **two (2) main tasks:**

**Task A:**

1. Identify the main topics, or issues in the in-basket that need to be addressed. Name them appropriately and specify the item number or numbers pertaining to each topic.
2. Indicate the rank order of priority for each topic **(High, Medium and Low) and the reason for your ranking.** Priorities should consider the impact of the issues on the overall objectives of CFI.
3. Indicate any roadblocks or challenges you may encounter for each topic and how you intend to deal with them should they arise.

**Task B:**

For **Internal Memo** **13 (Ref: Cooperation, networking and partnerships)** you are required to write a memo to the **Director, Partnering - Eleni Paros** and suggest how the HR department intends to improve its cooperation, partnering and networking with others.

***For purposes of this exercise, today’s date is FRIDAY 31 MAY 2030.***

**The In-Basket Exercise must be completed in 2.5 hours. This includes time to familiarise yourself with all the items AND respond to the Tasks A and B.**

**For Task A:** The example below shows how you should write your responses in the table to be provided. This example is fictional, and not intended to provide you with guidance as to which issues are more important.

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| --- | --- | --- | --- |
| *Topics/ Issues* | *Items Related* | *Priority and why* | *Potential Roadblocks* |
| Meetings with Important Stakeholders | 1,4 | **High** *(you should briefly explain the reasoning behind your importance rating).*  E.g. without the involvement of key stakeholders funding for the project will be not materialize. | *You should highlight some potential roadblocks and how you intend to deal with them should they arise.*  E.g. Stakeholders come from different regions and may not be able to attend meetings. We may need to schedule virtual meetings monthly and only meet in person once a year. |

***A structured response form (as shown on the following page) will be provided to you to facilitate your response to this exercise.***

| *Topic/ Issues* | *Items Related* | *Priority and why* | *Potential Roadblocks* |
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