

## PERSONNEL SCENARIOS

*Directions: Assign each participant a job title. Present one of the appropriate scenarios below to each participant and ask s/he to explain how they would handle the situation.*

**Project Manager:** USAID show up to do a surprise inspection and the marketing department of your organization gave the vehicle you were using for the survey to the USAID official for the day.

**Project Manager:** In looking at the interview forms, you notice that several of the forms filled out by one of the interviewers have all the same answers.

**Project Manager:** Your organization has not finished the collecting data and the deadline to report to USAID is coming very soon.

**Field Supervisor:** Your mother is ill, you have to leave the survey to take her to the hospital and you will be gone for one week.

**Field Supervisor:** There were heavy rains last night and the road you must take to today's interview area is impassable.

**Field Supervisor:** Your institution is using the client intake methodology and you plan to collect the poverty assessment data when clients come to the office to collect their checks. However, you find that many clients do not have the time to answer the questions, and were unaware of the expectation to do so.

**Interviewers:** It's Monday of the first day of interviewing, and your supervisor sent you to the field without your per diem. You have no pocket money.

**Interviewers:** You start interviewing a client who takes a very long time to answer the questions. You realize that the interview will take 20-30 to complete, whereas the other interviews have only taken 10-15 minutes to complete.

**Interviewers:** You have been hired by a microenterprise organization to conduct interviewing for their poverty assessment. You start interviewing some of their clients and the clients do not believe you when you say you are doing work for a ME organization. They think you have been sent by the statistics bureau of the government to collect information about the latest political election.

**Sampling and Survey Tracking Coordinator:** You realize that one field supervisor is not following the sampling plan.

**Sampling and Survey Tracking Coordinator:** Several of the surveys have been given the same survey number.

**Sampling and Survey Tracking Coordinator:** Your institution is using the client intake methodology and the end of the time period you planned to collect the data has ended. In reviewing the surveys and ensuring that you have enough surveys from each branch, you realize that you are 30 surveys short for one branch.

**Data Processing Coordinator:** Your main computer has a virus and erased half the information you entered.

**Data Processing Coordinator:** While comparing and cleaning the data, you realize that one data processor made an enormous amount of mistakes.

**Data Processing Coordinator:** The survey has a question which must be adapted to better fit your country context. Your data processors start work tomorrow and you need to update the data entry template, but you have forgotten how to do it and you cannot find your manual.

**Data Processor:** You spilled cup of tea on a pile of surveys and now some of the survey forms are illegible.

**Data Processor:** You are offered a new job with higher pay and resign, effective immediately.

**Data Processor:** You are entering data and every time you click to move to the next page, you get an error message.