

INTERVIEW SAMPLING TAB UPDATE

The interview sampling tab has been updated. The breakdown of Shifts, Types and Experience Levels are no longer required to be entered in individually.

Previous version

Interview Sampling		Minimum Interview Calculation				Confirm Sample Representation								Comments												
		Staff by Level				Req. Interviews				Planned Interviews					Shifts Interviewed				Type		Experience Level					
		Worker	Supervisor	Manager	S. Manager	Worker	Supervisor	Manager	S. Manager	Worker	Supervisor	Manager	S. Manager		Day	Evening	Nights	Other	Full-time	Part-time	Casual	0-1 Years	2-4 Years	8-14 Years	15+ Years	
Total number of employees	0	Warning: Enter total number of employees.																								
Calculate minimum	Yes	Select "Yes" to calculate interview requirements																								
Total employees entered	0																									
Minimum total interviews	0																									
Alternate interview minimum	0																									
Total interviews conducted	0																									
Site (select from list)	Department																									
--Select--	Department 1	0	0	0	0	0.0	0.0	0.0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
--Select--	Department 2	0	0	0	0	0.0	0.0	0.0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
--Select--	Department 3	0	0	0	0	0.0	0.0	0.0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
--Select--	Department 4	0	0	0	0	0.0	0.0	0.0	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Although the individual breakdown is not required, the auditor must still ensure interviews are representative and include interviews from all Shifts, Types and Experience Levels. This is also where the auditor indicates if council is included in the WCB account being audited:

Updated Version

Interview Sampling		Warning: Enter total number of employees.				Level			
		Select "Yes" if council is covered by WCB code				Total			
		Select "Yes" to calculate interview requirements				Minimum			
						Conducted			
Enter the total number of employees:	0					Workers	0	0	0
Are elected officials (councillors) included?	Select					Supervisors	0	0	0
Calculate minimum interview requirements:	Select					Managers	0	0	0
Total employees entered	0					S. Managers	0	0	0
Minimum total interviews	0					Councillors	0	0	0
Alternate interview minimum	0					Total	0	0	0
Total interviews conducted	0								

Auditors must still confirm that they have interviewed employees from all Shifts, Types and Experience Levels. The three drop down menus on the right must say "Yes".

Representative Sampling	
Are all shifts represented?	Select
Are all full-time/part-time/casual employees represented?	Select
Are all experience levels represented?	Select
Explain how representative sampling was met:	
days/evenings/nights full-time/part-time/casual experience level (0-1/1-7/7-14/15+ years employed)	

Underneath the drop down menu is a comment box. The auditor must explain who was interviewed to meet the representative sampling. For example:

The auditor ensured that a representative sampling was met by interviewing employees from various: - Shifts - days, evening and night shifts - Types - full-time/part-time. The organization does not have any casual staff - Experience levels - Employees were interviewed that had been with the organization from 1+ years to 13 years. Note the organization does not have any employees from 0-1 years or over 13 years.
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