

GUIDE TO INTERVIEWING SENIOR MANAGEMENT AND OTHERS

Interviewee:	Date:
Position:	Time:
Interviewer:	Location:

Objective of the interview:

Obtaining information on the institutional ethics.

Preparation for the interview:

- It may be necessary to adjust the questions of the Guide to interviewing if so indicated by the results of the planning phase (obtaining preliminary information, application of the guideline to evaluate institutional ethics, development of SWOT analysis in ethical matters, implementation of other instruments, etc.).
- Interviews with the senior management and others should be scheduled in advance trying to agree on appointments with sufficient time to allow the collection and the processing of information at the beginning of the audit of ethics.
- Questions could be provided in advance to interviewees, so they have a clear idea of the information that will be required of them.
- It is recommended that, before the face-to-face questions, the interviewee is explained what the interview is about, what information is intended to be collected and what are the regulations relating to ethics in the Costa Rican public administration.

1. The ethical programme

- 1.1. What is your commitment to institutional ethics?
- 1.2. What has been your participation in the definition and communication of ethical values and principles that are expected in the institutional and individual managing of your staff?
- 1.3. What actions has that hierarchical level (or another body) undertaken to strengthen the ethical environment in your work area and what is the commitment of your subordinates (members of the organization) in this regard?
- 1.4. What formal mechanisms have been implemented in your work area for the implementation of the ethics program?
- 1.5. Who has taken the lead in the establishment of the ethics program?
- 1.6. What contains the ethical program?
- 1.7. Do you think that the ethical program has been internalized in your work area? Why?

1.8. Has that hierarchical level (or another body) participated in awareness-raising activities for officials in ethical matters? What has been the participation?

2. On the ethical environment

2.1 What is your perception as to the understanding and commitment to ethics in your work area??

2.2 In which cases the officials have access to that hierarchical level (or another body), to be able to express their concerns and comments regarding institutional ethics? Is it formally established?

2.3 Do you think that the verbal statements and actions of the different members of your work area are consistent with the ethical values and principles and serve as an institutional mechanism to reinforce the expected behavior and commitment to ethics? Why?

2.4 What actions has that hierarchical level (or another body executed) for prevention (treatment of conflicts of interest) and the management of unethical conduct?

2.5 What is participation of that hierarchical level (or another body) in the management of conflicts of interest and unethical conduct about which they have been informed?

3. On the integration of ethics in governance systems

3.1. What are the activities of your work area more vulnerable and high risk, from the point of view of ethics?

3.2. What measures have been taken to manage vulnerability and risk in such activities?

4 Final questions

4.1 What are your expectations regarding the actions of his subordinates (members of the Organization), for the strengthening of ethics?

4.2 Which actions does that hierarchical level (or another body) consider that are pending for the effective maintenance of high ethical standards in institutional management?

4.3 In your opinion, have been effective actions taken in relation to ethics? What have been the major achievements? What conditions have hampered said actions?

4.4 What is the main challenge that has that hierarchical level (or another instance) with respect to the institutional ethics?

General comments

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Made by:	Start date:	End date:
Reviewed by:	Start date:	End date: