

**UNIVERSITY OF ZULULAND  
INSTITUTIONAL AUDIT  
FLOW PLAN FOR INTERVIEWEES**

<b>STEPS</b>	<b>ACTIVITY</b>	<b>AREA</b>
1	Check Schedule of the session to be interviewed e.g Session 7 or Session 7 Group 3.	Consult the Final schedule with the HEQC letterhead.
2	Note the Date, Time and Venue	High light the Session and confirm with the Academic Planning and Quality staff.
3	Proceed to the Main Library at least 20 minutes before the interview session	Follow the direction to the Main Library and you will be met at the entrance.
4	Contact one of the IA Team members (visible in special T Shirts).	IA Team will direct you to the Reading Room in the Library
5	Complete the attendance register.	Sign the register.
6	You will be provided with a name tag and name card.	Pin the Name Tag and carry the name card with you .
7	You are required to have your Self-evaluation portfolio with you with the relevant section identified with a book mark (IA bookmark supplied)	Be seated and enjoy a cup of tea or juice.
8	If you are late, you will not be allowed into the venue.	
9	You will be directed to the venue by the IA Team member.	An IA Team member will lead you into the venue session.
10	Place the name card in the card holder on the table where you are seated	
11	Sit upright and be well composed to listen to the Panel Chair.	
12	Have a pen ready to take any notes down	
13	Answer the question to the best of your ability.	
14	Be composed and avoid being aggressive or arrogant. Speak clearly and with confidence.	
15	Stick to the question asked and avoid drifting from the topic.	
16	On completion of the interview, go back to the waiting room.	
17	Please take your name card and other information with you when you leave the interview session.	Return to the Reading room of the library,
18	Fill in a short questionnaire.	Hand in your completed questionnaire to the IA Team member
19	The UZ questionnaire will be used to give a feedback to the panel members at the end of each day.	You are welcomed to have a cup of tea and return to your office.
20	Remember to be available, if you are recalled by the Panel members	Be on standby, if required to clarify issues

**Good luck and Thank You for participating in this historic quality event at our University.**