



## Role specific questions

- Our team works with users to document their data using a catalogue process so users can learn data without requiring access. Can you tell us about a time you were required write documentation to help users understand a business process or system?
- Often, we are required to do online research for clients to find and document specific acronyms, business terms or data. Can you describe a time you've been required to perform independent research to understand a new concept and how you went about it?
  - a. What was your approach to managing the project and the risks?
  - b. During this project how did you estimate how long it would take, and how did you manage your time?
- Can you explain why you think recording concepts and descriptions of data in a metadata registry is important?
  - a. In your own words, can you explain the difference between recording data concepts and recording how data is stored. Why is this difference important?
- Our users sometimes need assistance with data governance processes. Can you describe a time when you have dealt with seeking endorsement of documents?
  - a. What approach did you use?
  - b. What did you learn from the experience?

## Suggested responses

1. Our team works with users to document their data using a catalogue process so users can learn data without requiring access. Can you tell us about a time you were required write documentation to help users understand a business process or system?

The ability to develop good documentation for concepts and business processes is important for well-written metadata.

This question is designed to learn how a user approaches documentation and technical writing. Learn how they worked with users to get information and how did they structured it.

Specifically look for users with experience with tools such as:

- Aristotle Metadata Registry
- Confluence
- Zendesk



<p>2. Often, we are required to do online research for clients to find and document specific acronyms, business terms or data. Can you describe a time you've been required to perform independent research to understand a new concept and how you went about it?</p>	<p>Knowing how to perform independent research will help an analyst when there is limited documentation or access to staff who developed data.</p> <p>Looks for users who are happy to talk about their experience with:</p> <ul style="list-style-type: none"><li>• Google</li><li>• Stack Overflow/Stack Exchange</li></ul>
<p>3. Can you explain why you think recording concepts and descriptions of data in a metadata registry is important?</p> <p>a. In your own words, can you explain the difference between recording data concepts and recording how data is stored. Why is this difference important?</p>	<p>The key to good metadata is differentiating between what data is about (eg. A Person's Age) compared to how it is recorded (eg. A number of Years) to ensure that data is well understood.</p> <p>Both the conceptual and technical information are important, and prompting a user for their exper</p> <p>Ask clarifying questions like:</p> <ul style="list-style-type: none"><li>• Why do you think it is important to record that data is both years (how it is stored) and that it is about a Person's Age (the concept)?</li><li>• Can you explain a time when a Person's Age might be recorded as years or months, or using codes? How does the common concept of Age help when comparing this data?</li></ul>
<p>4. Our users sometimes need assistance with data governance processes. Can you describe a time when you have dealt with seeking endorsement of documents?</p> <p>a. What approach did you use?</p> <p>b. What did you learn from the experience?</p>	<p>Good metadata is not only written, but also published and endorsed so users know it can be trusted.</p> <p>A key aspect of metadata is building trust in definitions through developing good peer review and approval processes.</p> <p>While each organisation is different in this, often processes for approving publication of information exists. So understanding an applicants experience with capturing business processes is useful to help them record these approval workflows.</p>



## Data Dictionary Exercise

### Background:

The purpose of the data dictionary exercise is to provide applicants with an opportunity to show their critical thinking skills. Neurodivergence in recruitment is an important topic, and providing a focused task is key to providing diverse candidates with opportunities to demonstrate their skills.

### Prompt questions:

1. Broadly speaking, what is this data about?
2. Where would you expect see this data dictionary used?
3. Why are a library card and library user different?
4. What is an ISBN? Would it be stored as a number?
5. How else can date be stored? DD/MM/YYYY vs MM/DD/YYYY



**Below is an example data dictionary for a data set.**

Explain row by row what you think is being stored in this data, and what this data set is collecting.

Column name	Description (Example)	What is this data being collected from? (Object Class)	What attribute of data is being records? (Property)	How is this data being stored? (Value Domain)
<b>CARD_NUM</b>	<b>The identifier for a library card</b> 1098123X	<i>Library Card</i>	<i>Card Number</i>	<i>Text (8 characters)</i>
<b>SURNAME</b>	<b>The surname of a library patron</b> Jones	<i>Library User</i>	<i>Surname</i>	<i>Text</i>
<b>FNAME</b>	<b>The first name of a library patron</b> Anne			
<b>DOB</b>	<b>Date of birth</b> 10/05/2022			
<b>TITLE</b>	<b>Title of a book rented by a patron</b> Harry Potter and the Philosopher's Stone			
<b>ISBN</b>	<b>The ISBN of a book</b> 9780747532743			
<b>THEME</b>	<b>The general category of the book</b> Fiction			



### A completed example:

Note: This is only an example, and each person may provide slightly different answers. What is critical is understanding their thought processes, and the questions they asked to help understand the domain.

Column name	Description (Example)	What is this data being collected from? (Object Class)	What attribute of data is being records? (Property)	How is this data being stored? (Value Domain)
<b>CARD_NUM</b>	<b>The identifier for a library card</b> 1098123X	<i>Library Card</i>	<i>Card Number</i>	<i>Text (8 characters)</i>
<b>SURNAME</b>	<b>The surname of a library patron</b> Jones	<i>Library User</i>	<i>Surname</i>	<i>Text</i>
<b>FNAME</b>	<b>The first name of a library patron</b> Anne	<i>Library User</i>	<i>First Name</i>	<i>Text</i>
<b>DOB</b>	<b>Date of birth</b> 10/05/2022	<i>Library User</i>	<i>Date of Birth</i>	<i>Date DD/MM/YYYY</i>
<b>TITLE</b>	<b>Title of a book rented by a patron</b> Harry Potter and the Philosopher's Stone	<i>Book</i>	<i>Title</i>	<i>Text</i>
<b>ISBN</b>	<b>The ISBN of a book</b> 9780747532743	<i>Book</i>	<i>Identifier Number</i>	<i>ISBN-10</i>
<b>THEME</b>	<b>The general category of the book</b> F, NF, YA	<i>Book</i>	<i>Classification</i>	<i>List of codes: F=Fiction, NF=Non-fiction, YA=Young Adult</i>