

 **INTERVIEWS FOR EXECUTIVE, SENIOR, AND MIDDLE MANAGERS**

**UNIVERSITY OF KWAZULU-NATAL**

**Graduate School of Business & Leadership**

**College of Law and Management Studies**

**Researcher**: Zukiso Boyce (031 260 2087 or 076 020 4092)

**Supervisor**: Prof Bibi Zaheenah Chummun (031 260 8943)

**Research office**: 031 260 8350

**Ethical clearance number**: HSSREC/00005815/2023

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Participant

I am Zukiso Boyce, a registered Master of Business Administration at the University of KwaZulu-Natal. My contact details are:

Email: BoyceZ1@ukzn.ac.za

Office Tel.: 031 260 2087

Cell: 076 020 4092.

You are invited to consider participating in a study that involves research entitled: "*Investigating the challenges of the University of KwaZulu-Natal attracting professional services staff."* The research aims to evaluate the conditions resulting in the University of KwaZulu-Natal's inability to attract and retain professional services staff. The study is expected to enrol 40 professional services employees employed at the University of KwaZulu-Natal. It will involve scheduled interviews, which will be conducted using the most suitable method. Depending on personal preference, the interviews will be conducted through in-person meetings, Zoom or Microsoft Teams. If you choose to enrol, your participation is expected to be 30 minutes.

The study would involve no risk to you as the participant. We hope the study will add value to the University of KwaZulu-Natal and the public and private sectors and provide insight.

This study has been ethically reviewed and approved by the UKZN Humanities and Social Sciences Research Ethics Committee (REC-040414-040).

In the event of any problems or concerns/questions, you may contact the researcher at BoyceZ1@ukzn.ac.za or the UKZN Humanities & Social Sciences Research Ethics Committee; contact details are as follows:

**HUMANITIES & SOCIAL SCIENCES RESEARCH ETHICS ADMINISTRATION**

Research Office, Westville Campus

Govan Mbeki Building

Private Bag X 54001
Durban
4000

KwaZulu-Natal, SOUTH AFRICA

Tel: 27 31 2604557- Fax: 27 31 2604609

Email: HSSREC@ukzn.ac.za

Your participation in the study is voluntary, and you are granting the researcher permission to use your responses. You may refuse to participate or withdraw from the study at any time with no negative consequences. Your anonymity will be maintained by the researcher and the Graduate School of Business and Leadership, and your responses will not be used for any purposes outside of this study.

All electronic and hard copy data will be securely stored during the study and archived for five years. After this time, all data will be destroyed.

If you have any questions or concerns about participating in the study, please contact me or my research supervisor at the above numbers. Thank you for participating.

Regards,

Mr Zukiso Boyce

Student Researcher

**CONSENT OF PARTICIPANT**

I (**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ name and surname)** have been informed about the study entitled "*Investigating the challenges of the University of KwaZulu-Natal attracting professional services staff"* by Zukiso Boyce.

I have been given an opportunity to answer questions about the study and have had answers to my satisfaction.

I declare that my participation in this study is entirely voluntary and that I may withdraw at any time without affecting any of the benefits I am usually entitled to.

If I have any further questions/concerns or queries related to the study, I understand that I may contact the researcher at BoyceZ1@ukzn.ac.za or 031 260 2087/076 020 4092

If I have any questions or concerns about my rights as a study participant, or if I am concerned about an aspect of the study or the researchers, then I may contact:

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Additional consent, where applicable

I hereby provide consent to the following:

Audio-record my interview YES / NO

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Participant Date**