Youth Impact

Technical Assessment — Data, Systems & Operations Associate

⏱ Estimated time: 2–3 hours
📎 Deliverables: (1) Google Sheets link (2) Short written memo (max 1 page) + PPT (2 slides)
🔒 Please do not share this exercise or the dataset

Background

Youth Impact runs twice-yearly performance reviews for office staff across Botswana, South Africa, and the Philippines. The June review produces a formal score (1–5) and a salary adjustment. December is a lighter check-in with no salary consequence. All staff start on a 2-year contract with a 12-month probation period, which includes a separate probation review.

Score	Salary adjustment
1–2	No increase
3	+3%
4	+4%
5	+5%

In this exercise, this process is currently tracked manually and inconsistently across countries. Your task is to build a system that gives HR a reliable, at-a-glance view of where things stand. Please note that the data in this exercise is fictional.

Part 1: Build a Tracker

Create a copy of the data linked here: [DATA]. Using Google Sheets and the dataset provided, build a tracking system that answers the following questions for HR:

Contract status

- Which contracts have expired or are expiring within 60 days?
- Who is approaching the end of their probation period?

Review compliance

- Who was eligible for the June 2025 review but did not receive one?
- Are there staff who received a review but arguably should not have?

Summary dashboard

- A separate tab giving HR an at-a-glance picture, with country-level breakdowns, that updates automatically when the data changes. Any additional insights?

⚠️ The dataset is not clean. Document your data decisions in a separate tab in the Sheets file. We want to understand your reasoning, not just your output.

Part 2.1: Written Memo

Write a short memo (max 1 page) to Youth Impact's HR lead covering:

- What you found: what process gaps or other insights did the data reveal?
- Your recommendation: what system or approach would you suggest for Youth Impact going forward? Is that in Google Sheets or an alternative system, and why? Consider the tools available, access control, multi-country compliance, and the reality that we are a lean NGO, not a large corporation.

Part 2.2: Presentation

Summarise your memo in 2 PPT slides.

There is no expected answer. We want to see whether you know the landscape of available tools, can make a reasoned recommendation under real constraints, and can communicate it clearly to a non-technical audience.

Submission

- Google Sheets link (set to 'Anyone with the link can view')
- Please attach the written memo as PDF.
- Upload your submissions as attachments in the application form