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The FIS User Manual is in the process of being updated for Banner 9. The majority of the manual's content is still relevant for most FIS users, however some content may refer to Banner 8 processes that are different in Banner 9. In a hiring interview, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. There are 3 ways you can study for your professional payroll qualifications with the IAB. These are: Classroom-based. Distance Learning. Self-Study> Uses and Purposes of Work Instruction Templates. You will find that the work instruction template breaks down a complex procedure into an easy format and Workflow Diagram Template through specific steps. It uses simple language and visuals to minimize potential errors and increase efficiency as well.