

## Suggested Interviewing Tips

### **Resilience: Perseveres when faced with challenge or disappointment**

- Sooner or later we all deal with interpersonal conflict or personal rejection at work. Give me an example of a time when you had to cope with these frustrations.
- Describe a setback you experienced and how you responded.
- Tell me about a time at work when another person really tried your patience. What happened? Who was involved, and how did you get over it?
- From time to time, we all face work situations that put us under a lot of stress. Tell me about a recent work example when you were faced with heavy pressure.
- Almost everybody is unfairly criticized on the job, either by a boss or by a co-worker. Please tell me about a time when you were in that situation. What happened? How did you handle it?

### **Success History: Ability to document accomplishments in business and/or personal life**

- Give me some examples of success from each one of your previous jobs.
- Describe your most successful accomplishment and tell me how you achieved it.
- Tell me about an achievement either work or personal of which you are particularly proud.

### **Self-Directed: Willing to do whatever is necessary, regardless of how unpleasant it may be**

- What was the most difficult task you were given and what did you do to be successful?
- Give me an example of a time when you had to train yourself to control your actions or conduct.

### **Multi-Tasking: Ability to juggle many different tasks simultaneously**

- Tell me about a recent time at work when you had to keep a lot of balls in the air.

### **Passion for Achievement: Desire and need to succeed**

- Tell me about a time in your career when you were incredibly motivated to achieve something.
- Tell me about a situation when others commented about your enthusiasm.

**Sales Oriented: Desire and ability to persuade**

- Getting a group of people to head in the same direction is sometimes difficult. Please tell me about a time when you were very challenged in getting a group decision or commitment.
- Tell me about a time when you had an idea and others didn't agree with you. How did you go about convincing them to go along with you? What was the result?

**Intelligence: Analyze facts and achieves results through logical progression**

- From time to time at work we all deal with confusing or ambiguous situations. Tell me about a recent work experience when you had to solve a problem without having all the necessary background information. What resources did you use?
- What was the toughest problem you ever had to solve? How did you solve it? What resources did you use?
- Tell me about a recent time at work when you had to study and absorb a good bit of technical information. What did you study? What were your sources of information? When did you study? Were you tested or evaluated on your level of understanding? How well did you do? What is the most significant thing you learned from this effort?
- Please describe a couple of long-term strategies that you devised and implemented.
- Some business ideas come from an individual's ability to challenge the thinking of others. Tell me about a time when you were successful in challenging the ideas of a high-powered customer, a committee or perhaps a board of directors.
- Even though a situation may be complex, sometimes the best solution involves the use of common sense. Tell me about a business problem that you solved with common sense.
- Tell me about a time when you showed your skill at recognizing the hidden interests or hidden agendas of others.

**Decisive: Moves with confidence to take a positive definite action**

- Describe for me a work situation when you had to draw a conclusion quickly and take quick action.
- What was the most difficult decision you ever had to make? How did you arrive at your decision and how long did it take?
- Tell me about a work situation when you had to stand up for a decision you made even though you knew not everyone agreed.
- Tell me about a recent situation when you had to take action without all the facts.

**Empathy: The ability to understand and relate to others**

- Being empathetic to someone's problems or situations sometimes requires putting forth some extra effort. Give me an example of a time when you needed to demonstrate empathy. What were the circumstances?
- Tell me about a time at work when you made a special effort to understand the feelings of another person even when you didn't agree.

**Ego Drive: Satisfaction from winning**

- Give me an example of a competitive situation in which you won and describe how you reacted to winning.
- Tell me about a highly stressful work situation when you had to keep a positive attitude although you didn't have the result you wanted.
- Getting the job done sometimes requires unusual persistence or dedication, especially when faced with obstacles or distractions. Tell me about a time when you had to be very persistent in order to reach your goals.

**High Energy: High level of effort achieve projects over and beyond expectations**

- Tell me how you keep yourself alert and productive late in the afternoon or late in the workweek.
- Describe the hardest job you have ever done that you enjoyed and tell me what you enjoyed about it.
- Tell me about a recent work experience that required a lot of extra effort or time on your part.

**Goal Oriented: Identifies an objective and focuses on its accomplishment**

- Tell me about a time when you took the initiative to set goals and objectives, even though you were not prompted or directed to do so by others.
- Give me an example of a time when you used a process to define your work objectives. What type of system did you use? What payoff did you get from the process?
- Tell me about the most important time in your work history when you prioritized your goals successfully.
- Describe how you achieved a goal you set for yourself in the past. Tell me how you plan to achieve a current goal.

Sometimes in business we have to take calculated chances in order to achieve goals. Tell me about a recent business situation when you needed to take a chance

**Personal Interaction: The ability to build respect in relationships**

- Building rapport is sometimes a very challenging thing to do. Tell me about a time when you were able to build rapport with someone at work, even when the situation was a difficult one.
- Tell me about a time at work when you made a special effort to treat another person in a way that showed your respect for the other.
- Tell me about a time when you had to be particularly assertive when interacting with others.
- Tell me about a time when your ability to reward and encourage others created positive motivation.
- Instead of using authority to influence another individual, sometimes it's better to lead by example. Describe a work situation when you served as a role model to others.

**Conflict: The ability to problem solve while dealing with interpersonal conflict or personal rejection**

- Sooner or later we all deal with interpersonal conflict or personal rejection at work. Give me an example of a time when you had to cope with these demands.

**Urgency: The ability to persist with urgency to reach objectives**

- Tell me about a time at work when someone commented on your ability to get things done quickly. How did you handle it?.