



Job-related Skills. Knowledge. Abilities

- What are/were the most critical abilities and skills needed to successfully perform your current (most recent) position?
- What key knowledge and abilities would you bring to this particular position?
- Why do you believe that you would be an effective _____?
- What would you bring to this position that would make you stand out from other candidates?
- What do you think your greatest contribution to the job will be? Where and how do you think you would be able to make your greatest contribution?
- Describe any new systems, procedures or work methods you developed and implemented in your current or previous positions.

Job Specific Skills

- Describe your degree of competency using each of the MS applications (Word, Excel, Access Word and PowerPoint).
- This position would require you to < >. Would you share some basic principles that would guide your approach/techniques?

Motivation/Temperament

- Based on what you've heard and read about the position, what aspects of it would be the most attractive to you? Which would be least attractive?
- Why are you thinking about leaving (or why did you leave) your present position?
- What attracted you to this type of work?
- Why did you decide to make a change?
- In what kind of work environment are you most productive?
- What is the worst career move you ever made and why?
- What is the worst job you have ever held and why?

Communication

- Tell me about an experience in which you had to talk in front of a large group Tell me about a time you were able to persuade someone to see something your way.
- Describe a time you had to be tactful, but forceful to get your point across?
- Describe a time you were criticized or confronted in front of others. How did you handle it?
- Describe your different writing experiences that you think will assist you in this position.

Leadership/Management

- Give me an example of a time when you had to take the lead in a work group? How do you go about getting cooperation?
- Give me an example of a situation where you delegated work successfully? Give me an example of when you were unsuccessful? What went wrong?
- How many people have you hired, and how did you find them?
- What is the best business/leadership book/article you've read in the last year?
- What were some key ideas/concepts you gleaned from it?



Collaboration/teambuilding

- What kind of people do you find it most difficult to work with?
- Describe a time when you were reassuring and supporting of a colleague.
- Do you feel it is more important to be well liked by others or to be admired for your effectiveness? Why?

Initiative

- Tell me about a time when you were able to express an opposing opinion at work?
- Tell me about a time when you disagreed with your supervisor's assessment or ideas regarding a work assignment. What did you do?
- Give an example of a time you had to go above and beyond the call of duty to get a job done.

Conflict Resolution

- Give us an example of a conflict you were involved in. How did you handle this situation and what was the overall outcome?
- When confronted with an angry client in a work situation, what do you do?
- How did you handle the last two angry clients you dealt with?

Decision-Making/Problem Solving

- How do you handle a task when asked to make changes at the last minute?
- Tell us about a time you took a risk and failed. What did you learn from it?
- Describe a situation that best exemplifies your ability to managing multiple tasks and competing priorities at the same time.
- What do you believe to be the characteristics of an effective manager?
- When working with < XXXX >, what are some common problems that can occur?

Flexibility

- Describe a situation where you had to deal with frequent unexpected events on the job. How did you react? What did you do to make the best of the situation?
- Tell me about a time when you were able to change in order to accomplish a goal at work.

Learning/Development/Growth

- Give us an example when your supervisor thought you could have done a job task differently or better and gave you feedback related to this. What was your response and what was the overall outcome?
- During your most recent job performance, what areas were targeted for improvement or opportunities for development?
- Continuous self-improvement is necessary for success here. What skills are you currently developing in yourself?"
- What professional development activities have you been involved over the past few years?