

INTERVIEWING CANDIDATES FOR SKILLS FOR SUCCESS (SHORT VERSION)

Skills for Success

Skills	Interview Questions
Inclusiveness	What are some of your best practices for creating and managing a diverse work group? When have you applied them?
Adaptability	Give me an example of how you quickly adapted to a change in your work area when others were resisting it and holding on to "the old way." What actions did you take to help bring others on board?
Self Development	What development activities have you pursued in the last three months? What have been some of the outcomes? What feedback have you received?
Communication	<p>Oral Tell me about a time when you had to explain something you knew well to someone who had difficulty understanding the subject. How did you do it and what was the outcome?</p> <p>Listening Describe the characteristics of a good listener.</p> <p>Written Tell me about a recent report or proposal you wrote. Describe the process or guidelines you followed in developing it.</p>
Teamwork	Tell me about a time when you were working as part of a team and felt that you could achieve better or faster results on your own. How did you handle it? What was the outcome?
Service-Minded	Describe your internal and external customers for me. What is your level of interaction with them?
Stewardship	Sometimes it is important to disagree with others, particularly your boss, in order to keep a mistake from being made. Tell me about a time when you were willing to disagree with a boss, co-worker, peer or client in order to build a positive outcome. What was the result?
Motivation	What do you think is the best way of motivating people? Why? Provide an example.