

YOUR NAME: \_\_\_\_\_

***In this questionnaire, give SPECIFIC EXAMPLES for each answer. Use personal and professional examples to illustrate the answers to these questions during this process, because later we will formulate your interview plan with these answers. Be detailed in your answers and give at least one example for each answer.***

The one thing I am most proud of in my life is...

The worst decision I ever made was...

My strongest skills are...

My greatest areas of knowledge are...

My personality strengths are...

The things I do best are...

What makes me special is...

The five adjectives that describe me best are...

- 1)
- 2)
- 3)
- 4)
- 5)

I would describe my character as...

My friends and family describe me as...

Past co-workers have described me as...

My long-term goals are...

My strengths as an employee are...

I am a strong candidate for this position because...

What makes me better for this position than the other candidate is...

What I can do for this company that someone else cannot is...

My key accomplishments are...

One example of my strengths being utilized is...

Another example of these traits is...

Importance of these strengths and accomplishments to this prospective employer...

How do you see yourself developing in the position you are seeking?

What interests you most about this job, company, etc?

What aspect of the job appeals to you most?

What aspect of the job appeals to you least?

Your supervisor tells you to do something in a way that you know is completely wrong.  
What do you do?

If you were unfairly criticized, what would you do?

What do you feel an employer owes an employee?  
My management philosophy is...

To me, the ultimate success is...

To me, the ultimate failure is...

The kind of company I enjoy working for is...

The best boss I ever had was...

The worst boss I ever had was...

My favorite job was...

What have you learned from the negative experiences you have had?

What have you learned from the positive experiences you have had?

What is the biggest problem you have so far failed to overcome in your career?

The people I have trouble getting along with are...

With time management, I am...

How do you handle change?

How do you go about making important decisions?

I am an organized person? YES NO SOMETIMES SORT OF

Do you work well under pressure? YES NO SOMETIMES SORT OF

Do you anticipate problems or react to problems with solutions?

Are you a risk-taker or do you prefer to play it safe?

If you could start your career over again, what would you do differently?

Do you prefer to work alone or with others?

How do you generally handle conflict?

How do you behave when you have a problem with a co-worker?

What motivates you?

How do you motivate others?

What would make you want to stay at a job for a few years or more?

**Describe the last time you...**

Made a mistake

Made a good decision

Made a poor decision

Fired or let someone go

Hired or connected with someone

Failed to complete a project on time

Found a unique solution to a problem

Found a creative solution to a problem

Found a cost-effective solution to a problem

Aimed too high

Aimed too low

Made a great sale/buy

Lost a great sale/buy

Saved a company money

Went over budget

**What do you do when you are having trouble...**

Solving a problem?

With a co-worker?

With a boss?

With a subordinate?

With your job?

**What do you do when...**

Things are slow?

Things are hectic?

You're burned out?

You have multiple priorities?

What are the skills you most need to advance in your career?

What do people criticize about your task performances?

**Describe the last situation in which you were in charge of overhauling a problem...**

What were you confronted with?

What did you do?

What kind of attitude did you have?

What were your thoughts and feelings during the situation?

How many people did you hire and fire?

What were others attitudes and expressions during the situation?

What goals did you establish?

How long was your outlook plan?

What were the results?

How many meetings did you have about this plan?

How did you deal with problems?

How did you deal with difficult people?