

# INTERVIEWING CANDIDATES FOR SKILLS FOR SUCCESS (SHORT VERSION)

## Skills for Success

Skills	Interview Questions
<b>Inclusiveness</b>	What are some of your best practices for creating and managing a diverse work group? When have you applied them?
<b>Adaptability</b>	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?
<b>Self Development</b>	What development activities have you pursued in the last three months? What have been some of the outcomes? What feedback have you received?
<b>Communication</b>	<p><b>Oral</b> 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><b>Listening</b> Describe the characteristics of a good listener.</p> <p><b>Written</b> Tell me about a recent report or proposal you wrote. Describe the process or guidelines you followed in developing it.</p>
<b>Teamwork</b>	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?
<b>Service-Minded</b>	Describe your internal and external customers for me. What is your level of interaction with them?
<b>Stewardship</b>	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?
<b>Motivation</b>	What do you think is the best way of motivating people? Why? Provide an example.