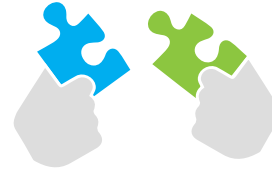




Leading Strengths

These traits emerged as behavioral strengths for this individual. Review the "Key Insights" tab for more details on these.

Process-Focused: The extent to which individuals prefer to be organized and structured in the way they work, rather than taking a less methodical approach.



Potential Opportunities

These traits emerged as behavioral limitations for this individual. Review the "Key Insights" tab for more details on these.

Assertiveness: The extent to which individuals take the initiative with people or situations, rather than allowing others to take the lead.

Frustration Tolerance: The extent to which individuals have a resilient and positive outlook under most work circumstances as opposed to being concerned about what could go wrong.

Preference for Structure: The extent to which individuals prefer to be provided with direction and structure in their work environment as opposed to a more loosely defined work setting.

Accommodation: The extent to which individuals place more emphasis on accommodating the needs of others as opposed to prioritizing their personal needs.

Work Intensity: The extent to which individuals work hard to accomplish many things quickly as opposed to working methodically or at a less hurried pace.

Select, Assess & Train

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Key Insights

Job Match



1.3

POOR

Relevance
100.00 %

BEHAVIORAL MATCH

A measure of the critical behavioral traits that lead to success in this role

Match Area =

Relating

Accommodation



Unyielding

Cooperative

Assertiveness



Laid-back

Dominant

Working

Follow Through



Low

High

Frustration Tolerance



Recovers slowly

Recovers quickly

Multitasking



Prefers routine

Prefers variety

Preference for Structure



Desires freedom

Prefers guidance

Process-Focused



Unstructured

Structured

Work Intensity



Unhurried

Urgent

Sample Report

Bookkeeping, Accounting, and Auditing Clerks

Interview Date: _____

OPENING QUESTIONS

1. Please tell me about your work history. How has your previous work experience prepared you to take on the challenges of this role?
2. Tell me about what attracted you most to this position. What prompted you to apply for this job?
3. Describe your ideal work environment. In what type of work culture do you feel you perform best?
4. We all have preferences when it comes to supervisory style and the type of manager with whom we work most effectively. What type of oversight and interaction do you prefer from a manager? Why do you feel this helps you work most effectively?

COMPETENCY QUESTIONS

MAKING SOUND DECISIONS

Describe a time when you had an important decision to make, but had several alternatives to choose from. What criteria went into your decision? What was the result?

ANSWER:

Tell me about a time when you implemented a solution to a problem and then discovered later that the problem was not fixed. What actions did you take? What was the result?

ANSWER:

COMMUNICATING EFFECTIVELY

Tell me about a time when you needed to adapt your communication style to meet the needs of a particular person or audience. What was your approach? What was the outcome?

ANSWER:

Tell me about a time when you had a miscommunication with someone. What happened? How did you become aware of the miscommunication? What was the final outcome?

ANSWER:

DELIVERING RESULTS

Tell me about a time when you were assigned an important task at work. How did you hold yourself accountable to ensure the task was completed on-time and up to standards? How did you approach the task? What was the result?

ANSWER:

Tell me about a time when you were assigned responsibility for a work project, and you did not achieve your desired objective. What was the project? What did you do to accomplish it? Why do you think the project was not completed or fell short?

ANSWER:

RESILIENCE

Describe a stressful situation at work that you experienced. What was the situation? How did you react to it? How did this impact your work performance?

ANSWER:

Tell me about the last significant setback you had at work. What was the situation? What happened? How did you react?

ANSWER:

WORK ORGANIZATION

Tell me about a recent time when you had to plan a project or some work you had been assigned. What was the assignment or project? Describe your approach.

ANSWER:

Tell me about a project that you were responsible for planning that did not go as smoothly as you would have liked. What did you do? If you could redo the planning of the project, what would you do differently?

ANSWER:

CUSTOMER SERVICE

Give a specific example of a time when you had to address an angry customer. What was the problem? What action did you take to resolve the issue? What was the customer outcome? How would you assess your role in diffusing the situation?

ANSWER:

Describe to me several situations where you delivered high quality service to a customer. What did you do? What was the customer's response?

ANSWER:

POLICIES AND PROCEDURES

Tell me about a time when you were asked to follow a rule that you did not agree with or felt was unnecessary. What was the rule? How did you handle the situation?

ANSWER:

Give me an example of a time when you went around a company policy or made an exception to a rule at work. What was the situation? Why did feel it was best to go around the rule in that situation?

ANSWER:

For the following scale: **Accommodation**, the individual scored **below** the match area.
Tell me about a time when you had to respond to a request that seemed unreasonable. What was the request? How did you respond?
(Listen for an attempt to meet the need to the best of their ability.)

For the following scale: **Assertiveness**, the individual scored **below** the match area.
Tell me about a work project where you led an initiative or were in charge of the project. How did you influence others to gain their support? What was the outcome?
(Listen for the ability to be forceful or influential when needed.)

For the following scale: **Follow Through**, the individual scored **below** the match area.
Tell me about a time when you were not able to complete a project on time. What was the situation? What did you do? What was the outcome?
(Listen for a tendency to miss deadlines and not hold self/others accountable.)

For the following scale: **Frustration Tolerance**, the individual scored **below** the match area.
Tell me about a time when you felt really frustrated or burned out at work. What was the situation? What led you to feel this way? What aspects of work tend to cause you frustration or stress?
(Listen for the effects of frustration on the individual and how it may impact the individual's work. Was the ability to manage frustration and work through the issue effectively demonstrated?)

For the following scale: **Multitasking**, the individual scored **below** the match area.
What type of work do you like? Do you prefer variety or consistency? Why? Would you rather focus on one task or do several at the same time?
(Listen for a dislike of or an inability to engage in multitasking.)

For the following scale: **Preference for Structure**, the individual scored **below** the match area.

Describe a situation when you took the initiative to make a decision without direction or guidance from your supervisor. What happened? What was the outcome?

(Listen for an ability to balance initiative with appropriate guidance seeking and input from others.)

For the following scale: **Work Intensity**, the individual scored **below** the match area.

Describe a time when you were responsible for a project at work that required a fast response or had a really short deadline. What did you do? How did you feel working under these circumstances? What was the result?

(Listen for a tendency to work more deliberately and slower than is ideal. Can the individual adjust their work intensity to meet the demands of the situation? What impact does this have on the individual?)