

CANDIDATE SCREENING QUESTIONS

1. **Analytical** - Tell me about a problem that you solved recently that required the gathering and use of data. How did you approach it?
2. **Attention to Detail** - Can you think of a time you caught a significant problem or mistake because you were paying attention? Tell me about it.
3. **Creativity, Innovativeness** –
What changes have you tried to implement in your area of responsibility? What have been some of the challenges or barriers?

Give me an example of one of the more imaginative or creative things that you've done in your present (or last) position?
4. **For Management - Decision Making** –
Tell me about a critical or important decision that you've made on your job in the past six months. How did you go about making this decision?

Describe a time when you had to make an important decision, even though all of the relevant data was not available. What did you do?
5. **Flexibility, Adaptability** - Some people like a slow and steady work pace, while others like things to be hectic and fast. Which do you like? Where have you worked that it was like that?
6. **Independence** - Describe a job that you've held in which you worked fairly independently, with little supervision. What did you like about that? What were the drawbacks or disadvantages?
7. **Planning, Organization (day-to-day)** - How have you improved your planning process recently?
8. **- For Management - Planning, Organization (Long-term /Strategic)** - What are some of the more important contributions that your work area has made to the organization? What was your role?
9. **People Skills (Ability to communicate w/ others)** - Describe a time when you were able to work with or get along with someone that you didn't like or get along with at first.
10. **People Skills (Sensitivity)** - Think of a situation in your current (or last) job that required tact or diplomacy in dealing with a fellow employee. Tell me about it.
11. **Perseverance** - Give me an example of when you worked the hardest and felt the greatest sense of achievement.
12. **Problem-Solving** - Describe a significant work-related problem that you've encountered recently. What did you do to resolve it?

13. **Quality Orientation** - Describe a project or activity in which you've been involved that illustrates your personal commitment to continuous improvement.
14. **Team Work** - Tell me about a time that you worked effectively to help achieve a team vision. Specifically, what was your role?
15. **Verbal Communication Skills** - In your current (last) job, when did you find it necessary to communicate in a small-group setting? Tell me about it, please.
16. **Written Communication Skills** - Tell me about a writing achievement of which you are particularly proud.
17. **For Management - Leadership (Influence)** - Think about a time when you had to carry out a management policy that you or your people didn't agree with or believe in. How did you handle this?
18. **For Management - Leadership (Selection Skills)** - What criteria do you use in selecting employees for your department?