

Finding Potential

Feedback & Interview Questions



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Introduction

To gain maximum value from personality questionnaires it is important to feedback to the results to the candidate. This process will help you to gain a deeper insight into the results and put the information into a meaningful context.

Additional resources are available at www.findingpotential.com to help you understand the principles of feedback and how to structure the conversation.

This document provides you with a series of interview & feedback questions to help you during the process. The lists are not exhaustive and we would urge you to develop your own questions that relate to your environment.

Name of Scale 1: Unassertive v Assertive

Describe your typical behaviour in a group setting.
What role do you normally find yourself playing in a team?
How assertive are you in a group? Give me an example of your typical behaviour.
How do you go about trying to influence others? Give me a recent example.
How do you respond when someone doesn't accept a point you are making?
Describe a time when you argued against the group consensus.

Name of Scale 2: Low Profile v Gregarious

How attracted are you to social events and gatherings?
How do you typically behave at a social event or gathering?
What are the kind of social events that you enjoy the most?
To what extent do you prefer to be left on your own?
How important is it in general for you to meet up with new people?
Describe the extent to which you network with other people.

Name of Scale 3: Guarded v Engaging

Describe your approach when meeting a new person for the first time.
To what extent do you share your own views and opinions with others?
In general terms, how easy would it be for someone to get to know you?
To what extent do you try to forgo formalities and protocol when meeting others?
How friendly do you try to be in the company of others?
To what extent would you say you were a reserved individual?

Name of Scale 4: Down to Earth v Imaginative

Describe an imaginative idea you have come up with in your current job?
How easily do you come up with new suggestions?
Describe an original solution that you have proposed to a problem at work.
How creative would you say you are in comparison to your colleagues?
What approaches do you typically use when asked to generate some new ideas?
How realistic are the typical suggestions you come up with at work?

Name of Scale 5: Variety Avoiding v Variety Seeking

To what extent do you welcome change and variety in your work?
How important is it for you to work in a stable and unchanging environment?
Describe your response when changes are made to the way you do your job.
How well do you handle work that is routine and repetitive?
Tell me about a time when you had to adapt to a major change at work. How easy was it for you?
What changes would you like to see in your daily work schedule and why?

Name of Scale 6: Uncomplicated v Analytical

To what extent do you typically probe or analyse information?
How comfortable are you dealing with more complex issues and ideas?
Describe a recent situation where you were asked to pull out the main points from a mass of figures. How successful were you at this?
To what extent are you drawn towards more complex or difficult problems?
How important is it for you to be learning new things all the time?
Describe an important insight you have made following the review of some information.

Name of Scale 7: Sceptical v Trusting

How far would you say that you trusted your work colleagues?
 To what extent do you normally think about the motives or intentions of others?
 What steps, if any, do you normally take to ensure that others do not take advantage of you?
 Describe a situation when you accepted a proposal from someone that turned out to be misleading or unfair. How do you think you could avoid this in the future?
 To what extent do you find that people take advantage of you?
 Describe a situation where someone failed to keep his or her promise. To what extent could you have anticipated this outcome?

Name of Scale 8: Self Interested v Benevolent

How far would you compromise your own self interests for the sake of your colleagues?
 To what extent do you identify yourself with your current team?
 Tell me about a time when you chose to re-build a difficult relationship with a colleague.
 How do you respond if the group's proposals conflict with yours?
 Describe any steps you have taken to ensure that the team you were in worked in a more harmonious way.
 Give me a recent example of when you chose to support others in your team. Why did you do this?

Name of Scale 9: Indifferent v Empathic

To what extent do you find yourself sympathising with other people?
 How detached are you when having to deal with the problems of others?
 Describe a time when you had to tell someone some bad news. How did you feel about it?
 Give me an example of when you tried to identify a customer's or colleague's concerns. How did you go about this?
 Tell me about any negative feedback you have received from customers or colleagues. Why do you think you got this feedback?
 Describe a time when you had to do something to someone that you knew they wouldn't like. How did you feel about this?

Name of Scale 10: Unorganised v Organised

How methodical are you when completing a task or a piece of work?
Describe your planning of a recent event that you were responsible for.
To what extent do you bother to check your work when you have finished it?
How do you keep track of all the daily issues that need your attention?
Describe the way you manage your paperwork and documentation. Is there any particular system that you use?
Give me an example of how you organised yourself to meet an important deadline.

Name of Scale 11: Independent v Diligent

How far do you stick to the rules of your organisation?
Describe a time when you challenged someone because they were not operating within the rules and procedures of your organisation?
Give me an example of where you chose to ignore some procedures because you thought they were unnecessarily complicated or bureaucratic.
How far are you prepared to bend the rules if you feel they are impractical?
Tell me about a time when you challenged somebody's interpretation of a rule or guideline.
Describe a time when you sought clarity from your supervisor on a point of legal, ethical or professional behaviour.

Name of Scale 12: Easy Going v Achieving

How demanding are you of yourself?
Describe an achievement at work that you are particularly proud of.
Give me an example of when you did more than was asked of you.
What are you most determined to achieve in your current job? What steps have you taken to make this happen?
What are your main incentives at work?
Tell me about a recent situation where much was demanded or expected of you. How did you react to this?

Name of Scale 13: Worrying v Relaxed

Describe your typical level of anxiety at work.

Describe a time when you felt particularly stressed. Why was this?

What do you find is an effective way of managing your stress at work?

Describe a crisis at work that you have handled recently. How well did you cope?

Describe your reaction if asked to go to an important meeting, or make a high level presentation, at short notice.

How do you find anxiety affects your performance at work? Give me a recent example.

Name of Scale 14: Irritable v Composed

Describe the things that you find most irritating at work. How do you cope?

Describe a time when you had to handle rejection or disapproval. How did you respond?

How do you react to interruptions to your work?

What makes you most annoyed at work? Why do you think this is?

Tell me about a time when you received unfair criticism at work. How did you react?

Describe a time when you were angry at work. To what extent were you able to control your feelings?

Name of Scale 15: Pessimistic v Optimistic

Would you describe yourself as an optimist or a pessimist?

In managing a complicated task or project, do you expect things will go well most of the time?

To what extent do you think about the things that can go wrong with a venture or an activity?

Describe a major personal setback at work. How did it affect you?

To what extent do you think about or dwell on the errors and failures of the past?

Describe a time when you have been able to draw something positive out of an otherwise negative situation.