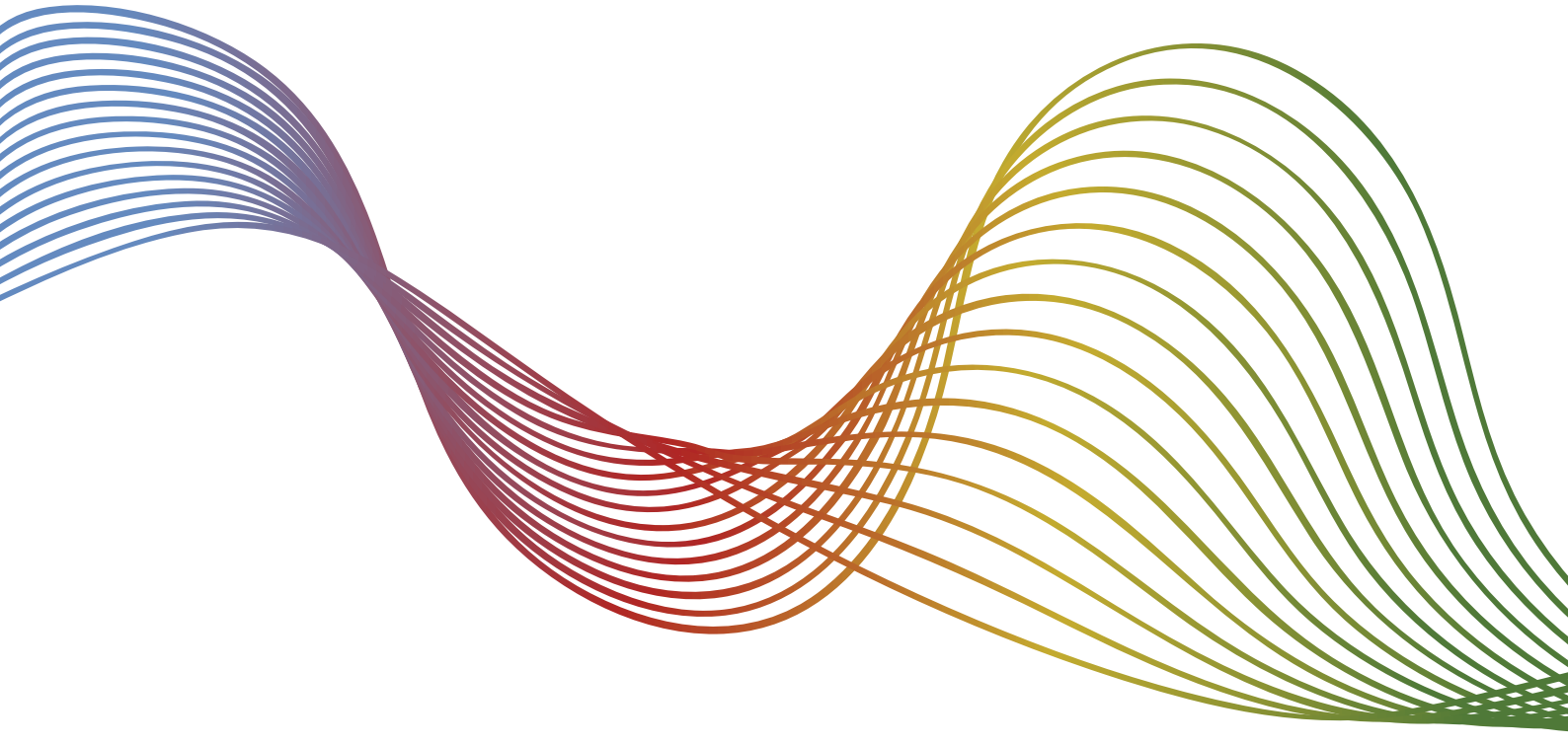
strengths

Interview Guide
Chris Park



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About this Report

This report is based upon the Work Strengths assessment, which explores an individual's strengths in critical work areas.

The results are based on a comparison with an international group of over 14,000 professionals and managers.

Since the questionnaire is a self-report measure, the results reflect the individual's self-perception. Our extensive research has shown this to be a good indicator of how people are likely to operate in the workplace. Nevertheless, due consideration must be given to the subjective nature of using an individual's self-perception in the interpretation of these data.

It should be remembered that the information contained in this report is potentially sensitive and every effort should be made to ensure that it is stored in a secure place.

The information contained within this report is likely to remain a good reflection of the individual's self-perception for 12-24 months, depending upon circumstances.

The report was produced using Saville Assessment software systems. It has been derived from the results of an assessment completed by the respondent, and reflects the responses they made.

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Introduction to Interview Guide

This Interview Guide presents appropriate questions based on the results of the assessment completed by Chris Park. The questions are designed to gain evidence of the candidate's effectiveness and motivation at work.

Interview Questions

Between two and four questions are presented for each of the areas, with fewer questions being given for areas where the candidate has rated themself as strongly effective. Additional questions that target the candidate's motivation for an area are marked by an asterisk.

For each area, information is provided on how Chris Park rated themself on the assessment when compared to others on a 1 to 10 scale. Please note that this is for the interviewer's information only and is not to be fed back to the candidate.

How to use this Interview Guide

Review job description and/or person specification

Select areas for interview (Page 4)

Select questions

Conduct interview

Record answers

Score and evaluate data

Summarise scores (Page 4)

Make recommendation (Final Page)

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Interview Scores Summary

X	Page	Area Assessed	Assessment Score	Interview Score
☐	5	**Evaluating Problems** Examining Information (7); Documenting Facts (5); Interpreting Data (4)	5	
☐	6	**Investigating Issues** Developing Expertise (6); Adopting Practical Approaches (3); Providing Insights (10)	7	
☐	7	**Creating Innovation** Generating Ideas (9); Exploring Possibilities (6); Developing Strategies (7)	8	
☐	8	**Building Relationships** Interacting with People (7); Establishing Rapport (4); Impressing People (8)	7	
☐	9	**Communicating Information** Convincing People (8); Articulating Information (7); Challenging Ideas (10)	10	
☐	10	**Providing Leadership** Making Decisions (10); Directing People (8); Empowering Individuals (7)	9	
☐	11	**Showing Resilience** Conveying Self-Confidence (9); Showing Composure (7); Resolving Conflict (3)	7	
☐	12	**Adjusting to Change** Thinking Positively (8); Embracing Change (6); Inviting Feedback (4)	6	
☐	13	**Giving Support** Understanding People (2); Team Working (3); Valuing Individuals (4)	2	
☐	15	**Processing Details** Meeting Timescales (1); Checking Things (2); Following Procedures (1)	1	
☐	17	**Structuring Tasks** Managing Tasks (2); Upholding Standards (1); Producing Output (4)	1	
☐	19	**Driving Success** Taking Action (9); Seizing Opportunities (8); Pursuing Goals (10)	10	

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Interview Questions

Evaluating Problems		Average
Examining Information (7); Documenting Facts (5); Interpreting Data (4)	5	higher potential than about 40% of the comparison group

Describe an occasion when you had to evaluate a complex problem at work.

- What was the problem?
- What information was important?
- Where did you look for information?
- How did you analyse the information?
- What technology did you use?
- How did you weigh up what was most important?
- How effective was your overall evaluation?

* What aspect of evaluating problems do you find most interesting?

Tell me about a time when you were required to analyse a large amount of data.

- Who was the end user?
- How did you evaluate the information?
- What technology did you use to help you deal with the data?
- What did you do to summarise the key trends in the data?
- What were the important messages that you took from the data?

* How much do you enjoy working with numerical information?

Describe an occasion where you had to write an important document.

- What information did you need to find?
- What were the key points for the reader?
- How did you put the document together?
- Which issues were the most difficult to communicate to the reader?
- How did you communicate them?
- What feedback did you get about the document?

* How much do you enjoy preparing written documents?

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Interview Questions

Investigating Issues		Fairly High
Developing Expertise (6); Adopting Practical Approaches (3); Providing Insights (10)		higher potential than about 75% of the comparison group

When has your job expertise been essential in ensuring a good practical outcome at work?

- What was the situation?
- Why was your expertise important?
- What key issues/information did you need to identify?
- What did you do to make sure the solution was practical?
- What learning did you gain from the experience?

* Which aspects of your job are you most interested in?

Tell me about a time where you identified the need to make practical improvements at work.

- Why did you think that improvements were needed?
- Who else did you involve in the improvement process?
- How did you make the improvements happen?
- What practical knowledge did you use?
- What did you learn from doing this?

* What practical aspects of the issue interested you least?

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Interview Questions

Creating Innovation Generating Ideas (9); Exploring Possibilities (6); Developing Strategies (7)		**High** higher potential than about 90% of the comparison group

Tell me about when you have made a real difference with your creative input.

- What was your creative input?
- What other alternatives did you consider?
- Why was this option chosen?
- What were the general trends in how things were changing at the time?
- How did this influence the strategic direction of the organisation?

* Which aspect of your creativity do you find most satisfying?

Give me an example of where your good ideas have not been accepted.

- What was the background?
- What were your ideas?
- Why were they so good?
- Why were they not accepted?

* How do you feel about having your ideas rejected?

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Interview Questions

Building Relationships		Fairly High
Interacting with People (7); Establishing Rapport (4); Impressing People (8)		higher potential than about 75% of the comparison group

Who have you had to build a really effective, important work relationship with?

- Why was it important?
- What did you do to build the relationship?
- How quickly did you build rapport?
- How effective was the first impression you created?
- How have you maintained contact?

* What do you enjoy about working with new people?

When have you had to build rapport quickly at work?

- Why was it important to build rapport?
- What did you do to make people feel welcome?
- What did you do to put other people at ease?
- What worked less well?
- What lasting relationships have you developed through work?

* What do you find most difficult about approaching new contacts?

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Interview Questions

Communicating Information		Extremely High
Convincing People (8); Articulating Information (7); Challenging Ideas (10)		higher potential than about 99% of the comparison group

Give me an example of when you have had to communicate important information persuasively.

- Why was it important?
- What were the key points you had to make?
- Which of these points were the most important for your audience?
- What points/misconceptions did you challenge?
- How effective were you?

* What do you enjoy about getting your message across?

When have you had to communicate information to people who were particularly challenging?

- Why was it so challenging?
- What were the important points for your audience?
- How did you deal with objections?
- What did you explain particularly well?
- What was the outcome?

* How much do you enjoy presenting information in challenging circumstances?

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Interview Questions

Providing Leadership Making Decisions (10); Directing People (8); Empowering Individuals (7)		**Very High** higher potential than about 95% of the comparison group

When have you had to provide leadership for others at work?

- What was the situation?
- How did you approach it?
- What was your leadership style?
- How did you motivate others?
- How did people respond to you?
- What key decisions did you have to make?

* What do you enjoy about being a leader?

Tell me about a time when you have chosen to take responsibility for getting something done by leading others.

- Why did you choose to take responsibility in the situation?
- How did you lead people?
- What did you do to keep the people motivated?
- What were the difficult decisions you had to make?
- What feedback did you get on your leadership?

* What do you dislike most about being a leader?

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Interview Questions

Showing Resilience Conveying Self-Confidence (9); Showing Composure (7); Resolving Conflict (3)		**Fairly High** higher potential than about 75% of the comparison group

Where have you had to be resilient at work?

- What was the situation?
- Why was it challenging?
- How did you react to pressure?
- What impact did it have on you?
- How did your behaviour impact on others?

* How do you motivate yourself under pressure?

Give me an example of when you have resolved a conflict at work.

- Why was there a conflict?
- What did you do?
- What emotions did you have to deal with?
- How did people respond?
- What would you do differently next time?

* How comfortable are you dealing with people when they are emotional?

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Interview Questions

Adjusting to Change

Thinking Positively (8); Embracing Change (6); Inviting Feedback (4)

Average
higher potential than about 60% of the comparison group

Tell me about a time when you had to adjust to an important change.

- What exactly was the impact of the change on you?
- How positively did you react?
- How well do you feel the change was communicated?
- What did you do to influence the direction of the change?
- What more could you have fed back to make the change more effective?

* What do you dislike about change?

Give me an example of when you have changed your behaviour based on feedback from others.

- What was the situation?
- Who did you ask for feedback?
- What feedback did you receive?
- How did you react to the critical feedback?
- What did you do as a result of the feedback?

* When have you felt most negatively about feedback you have received? Why?

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Interview Questions

Giving Support Understanding People (2); Team Working (3); Valuing Individuals (4)	2	**Very Low** higher potential than about 5% of the comparison group

Tell me when you have had to go out of your way to support others at work.

- What support did your colleagues need?
- What did you do to help?
- What more could you have done to help with the benefit of hindsight?
- To what extent did helping inconvenience you?
- What was the outcome?

* What do you like about helping people?

Describe a situation where it was important for you to understand people at work.

- What was the situation?
- Why was it important for you to understand them?
- What were the important messages you heard from them?
- What did it take you longer to recognise about their needs?
- What did you do to show you understood them?

* How interested are you in understanding people and their motivations?

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Interview Questions

Giving Support Understanding People (2); Team Working (3); Valuing Individuals (4)	2	**Very Low** higher potential than about 5% of the comparison group

When have you found it challenging to work collaboratively in a team?

- What was your role in the team?
- Why was it important to work collaboratively?
- How did you do this?
- What was the most difficult aspect of the team work?

* What did you least enjoy about being a member of a team?

Give me an example of when you have really valued people as individuals at work.

- Who did you really value?
- Why did you really value them?
- How did you show your appreciation?
- How much trust did you place in them?
- Which behaviours did you have to tolerate?

* How quickly do you feel comfortable trusting people at work?

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Interview Questions

Processing Details		Extremely Low
Meeting Timescales (1); Checking Things (2); Following Procedures (1)	1	higher potential than about 1% of the comparison group

Tell me about when you have had to do something to a high quality level within a fixed timeline.

- What exactly did you have to do?
- How did you achieve the quality level?
- What procedures did you follow?
- What mistakes did you identify?
- How close to the deadline were you?

* How much do you enjoy working with details?

Describe a time when you had to meet a challenging deadline.

- Why was the deadline demanding?
- What did you need to do to ensure the deadline was met?
- What problems did you encounter?
- How did you deal with these?
- What was the outcome?

* How have you felt when you have had to extend a deadline?

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Interview Questions

Processing Details		
Meeting Timescales (1); Checking Things (2); Following Procedures (1)	1	Extremely Low higher potential than about 1% of the comparison group

When has it been important for you to follow procedures at work?

- What did you have to do?
- Why did you have to do it this way?
- How closely did you follow the procedures?
- Where did you not follow the procedures so closely?

* How much importance do you attach to following procedures?

Give me an example of where you have had to work accurately with detail.

- Why was accuracy important?
- How did you check for errors?
- What errors were there?
- How did you deal with these?
- How much of the checking did you do?
- What feedback did you get on the outcome?

* How do you feel when you cannot check things properly?

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Interview Questions

Structuring Tasks Managing Tasks (2); Upholding Standards (1); Producing Output (4)	1	Extremely Low higher potential than about 1% of the comparison group

Give me an example of when you have had to manage people on a specific project.

- How many people did you manage?
- How did you organise the tasks?
- What potential problems did you account for in your planning?
- What did you do to make sure people maintained high standards of behaviour during the project?
- How much work was completed in the timescale?

* How much do you enjoy structuring and managing tasks?

Tell me about a situation where it has been difficult for you to act with integrity at work.

- What were the ethical challenges you faced?
- What did you do?
- To what extent did you feel you acted with integrity?
- What issues of confidentiality were involved?
- Who did you talk to?

* When would you not compromise your principles?

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Interview Questions

Structuring Tasks Managing Tasks (2); Upholding Standards (1); Producing Output (4)	1	**Extremely Low** higher potential than about 1% of the comparison group

When have you been responsible for planning a complex task?

- What exactly was your responsibility?
- How did you plan the task?
- How did you structure your time?
- What were the conflicting priorities?
- How did you deal with these?

* How much do you seek responsibility for planning?

Where have you been required to produce high levels of output?

- What did you produce?
- How quickly did you have to work?
- How did you maintain your productivity?
- How many tasks did you have to deal with at the same time?

* How much do you enjoy having a lot to do?

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Interview Questions

Driving Success		Extremely High
Taking Action (9); Seizing Opportunities (8); Pursuing Goals (10)		higher potential than about 99% of the comparison group

Which of your recent work achievements are you particularly proud of?

- Why have you chosen this example?
- What did you do?
- Why was this important?
- How did you exceed expectations?
- What feedback did you get?

* What drives you to succeed?

Give an example of when you have taken decisive action to achieve an outstanding result.

- What exactly did you do?
- Why did you decide to take that action?
- What exactly was the result?
- What made it outstanding?
- What effort did you put in?

* What impacts negatively on your motivation to succeed?

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Interview Summary

Candidate Name Chris Park

Interviewer Name(s)

Interview Date

Role Applied For

Signed

Evidence

Key Evidence Against	Key Evidence For

Recommendation

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