



DEVELOPMENT ORIENTED/INITIATIVE

- Give an example of when you took initiative to learn a new skill? What was the issue that prompted this?
- Give me an example of a time when you received feedback on the need to improve a skill. How did you deal with it? What did you do?
- Give me an example of when you showed initiative and took the lead.
- Tell me about a time you had to learn a new software/application/computer program.
- _____ resses at work that tested your coping skills. What did you do?
- People react differently when job demands are constantly changing, how you do you react?



MANAGEMENT

- Tell me how you go about delegating work?
- How do you disseminate information to other people? How do you decide what is important?
- Tell me about a time when you recognized a problem, an opportunity, when other people were not aware of it. What was the situation? What did you do? How did you see the opportunity?
- Tell me about a time you helped cross-functional groups work together.
- What innovative procedures have you developed? How did you develop them? Who was involved? Where did the ideas come from?
- When a number of different people come to you with ideas about solving a problem, how do you go about using their information, give me an example.
- When do you give positive feedback to people? Tell me about a recent time you gave positive feedback.
- Give an example of how you handled the need for constructive criticism with a subordinate or peer.
- Tell me about the most difficult situation you have had when leading a team? What happened and what did you do?
- Think about the times you have lead a team? What could you have done more effective?
- Tell me about something recent you have done to develop your subordinates?
- What do you do when a subordinate comes to you with a challenge?
- On many occasions managers have to make tough decisions. Tell me about a recent difficult decision you have had to make.
- Tell me about challenges that have occurred while you were coordinating work with other units, department and or division?
- How do you keep your subordinates informed about information that affects their jobs?
- Tell me about a time you met resistance when implementing a new idea or policy to a work group? How did you deal with it? What happened
- How do you get subordinates to work at their peak potential? Give an example.
- Tell me about a time you have been a project leader? How did you handle problems you experienced? How did you react?
- Tell me about a time you had to persuade a peer or group to accept a proposal or idea. How did you go about doing it? What was the result?