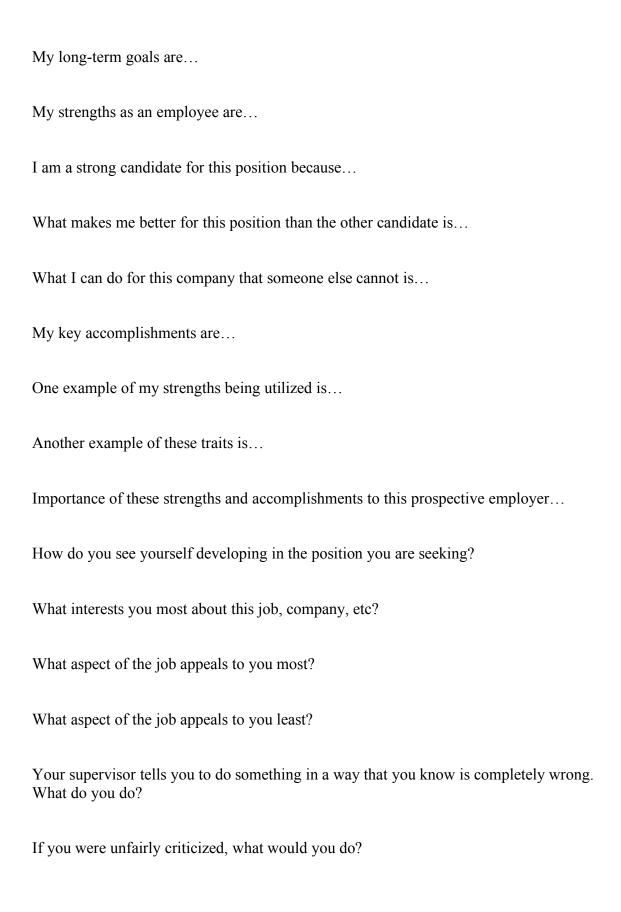
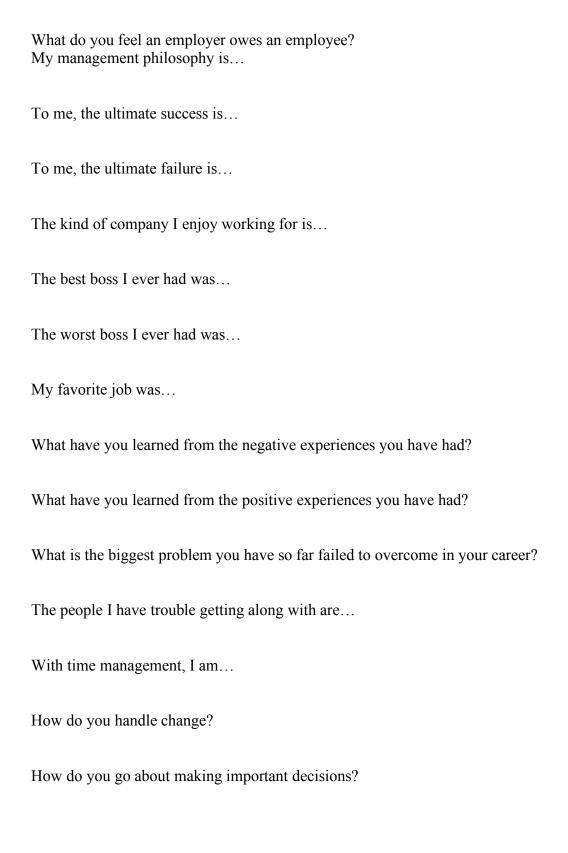
YOUR NAME:
In this questionnaire, give SPECIFIC EXAMPLES for each answer. Use personal and professional examples to illustrate the answers to these questions during this process, because later we will formulate your interview plan with these answers. Be detailed in your answers and give at least one example for each answer.
The one thing I am most proud of in my life is
The worst decision I ever made was
My strongest skills are
My greatest areas of knowledge are
My personality strengths are
The things I do best are
What makes me special is
The five adjectives that describe me best are  1) 2) 3) 4) 5)
I would describe my character as
My friends and family describe me as
Past co-workers have described me as





I am an organized person? YES NO SOMETIMES SORT OF

Do you work well under pressure? YES NO SOMETIMES SORT OF

Do you anticipate problems or react to problems with solutions?

Are you a risk-taker or do you prefer to play it safe?

If you could start your career over again, what would you do differently?

Do you prefer to work alone or with others?

How do you generally handle conflict?

How do you behave when you have a problem with a co-worker?

What motivates you?

How do you motivate others?

What would make you want to stay at a job for a few years or more?

## Describe the last time you...

Made a mistake
Made a good decision
Made a poor decision
Fired or let someone go
Hired or connected with someone
Failed to complete a project on time
Found a unique solution to a problem
Found a creative solution to a problem
Found a cost-effective solution to a problem
Aimed too high
Aimed too low
Made a great sale/buy
Lost a great sale/buy
Saved a company money
Went over budget

## What do you do when you are having trouble... Solving a problem? With a co-worker? With a boss? With a subordinate? With your job? What do you do when... Things are slow? Things are hectic? You're burned out? You have multiple priorities? What are the skills you most need to advance in your career?

What do people criticize about your task performances?

## Describe the last situation in which you were in charge of overhauling a problem...

What were you confronted with?
What did you do?
What kind of attitude did you have?
What were your thoughts and feelings during the situation?
How many people did you hire and fire?
What were others attitudes and expressions during the situation?
What goals did you establish?
How long was your outlook plan?
What were the results?
How many meetings did you have about this plan?
How did you deal with problems?
How did you deal with difficult people?