

GENERAL QUESTIONNAIRE



Mr. Thomas Sample

01/01/0001

Private & Confidential

CHARACTERISTICS

Kind, good listener, self-starter, competitive, assertive, communicative, persuasive, friendly, firm, strong-willed, stubbornly independent, dependable, deliberate, persistent and thorough.

GENERAL REVIEW

This steady, thorough person likes to achieve his results in an organised manner. Thomas Sample is friendly and has the ability to communicate with others. He prefers to do business in a friendly way and likes to work as part of a specialist team. He has the persistence to see a job through to conclusion, can cope with administrative duties and will take decisions within his area of expertise. He may become uncomfortable however, if pressurised into taking action before he has the necessary information before him. He prefers the security of a structured working environment and the work parameters should be clearly defined. He has the ability to deal with confrontational issues but in the main prefers to work in a relaxed, friendly environment.

Thomas Sample is likely to be best suited to a role that is of a structured nature and allows him to be part of a specialist team. He should be given the opportunity to achieve results through his knowledge and expertise.

INTERVIEW HINTS

If the role in question is of a specialist nature and requires a steady person, then begin the interview slowly, allowing Thomas Sample to become confident and relaxed. This should give you the opportunity to see him as he really is and assess his qualities.

If however the environment is to be fast moving or confrontational then the interview should speed up and become pressurised. Start to challenge him hard and question his observations. Does he come back strongly with his answers or does he attempt to slow things down to the pace he can cope with?

INTERVIEW QUESTIONS

We recommend that you follow your usual interview technique with regard to CV, education, experience, knowledge and other special needs. The following questions have been selected to assess Thomas Sample's potential shortfalls in relation to the selected type of role. The full battery of questions should be used.

Discussion objective "D"

Can Thomas Sample come up with sufficient new and original ideas to be a winner?

- Tell me about some of the best ideas you have had in recent jobs.
- Were they implemented, - if not, why not.
- If you were failing to get your way with someone and felt strongly about the subject, what action would you take.
- Do you think it is ever necessary to be assertive with work colleagues.
- Can you explain why you feel like that.
- Do you think you could work in this organisation.
- What makes you say that.

Notes:

Discussion objective "I"

Can Thomas Sample modify his behaviour in order to accommodate others and could his dislike of rejection get in the way of results?

- If you are dealing with a slow and unemotional person, how do you feel.
- How do you create a quick relationship with such people.
- Do you change your style with such people.
- If yes, what do you do.
- How do you feel when you have to cope with a very aggressive person.
- Do you ever feel rejected.
- If yes, how do you overcome it.
- Have you ever been demotivated by either your work colleagues or your superior.
- If yes, describe what happened.

Notes:

Discussion objective "S"

Has this person the ability to modify his behaviour in order to get the best out of the people around him?

- How important is it to give all the facts and information to people.
- Do you think people in general prefer to have all the facts.
- Do you relate to most people.
- How would you feel about an impatient and aggressive colleague who was intent on speeding up the process in order to make things happen now.
- Do you think this type of person is interested in detailed and specific instructions.
- What makes you think that.
- Explain what you would feel if a work colleague "bucked" the system.
- Have you worked with people who "bucked" the system.

Notes:

Discussion objective "C"

Does Thomas Sample feel he is always right or can he recognise that he may have some weaknesses?

- Tell me about an occasion when you were reprimanded for something at work which you felt was unjustified.
- What did you do about it.
- Do you make mistakes.

- Give me a couple of instances when you felt you had made mistakes in your current or past job.
- How did your boss react on those occasions.
- What do you look for in a boss.
- Do you think I would meet that requirement.
- Why do you think that.

Notes:

User Guidance

It should be noted that these questions are specifically designed for first interview stage only, i.e. initial screening. Further useful information for initial interviews can be obtained from a "Strengths and Limitations" report.

If this candidate is to be considered further, the PPA Profile report will provide additional detail. It includes information about likely behaviour under pressure, frustrations, how Thomas Sample is best motivated and the ideal style for his supervisor.