



GENERAL QUESTIONNAIRE: Thomas

Sample

08/06/2012

Private & Confidential

CHARACTERISTICS

Friendly, communicative, persuasive, inquisitive, assertive, active, eager, restless, sometimes careful, systematic, logical, driving, forceful and competitive.

GENERAL REVIEW

This logical and systematic person has the ability to work in a specialist area of expertise. He can absorb detailed information and because of his ability to communicate both verbally and in writing can convey his findings to others. He likes to be given standard operating procedures to work to and prefers an environment where the adherence to rules and the maintaining of quality and standards are of the utmost importance. He may be cautious in terms of decision making, especially if he feels he is being asked to make decisions that are outside his own area of expertise. His need to get things right makes him a detailed problem solver and as a result of his ability to use persuasion to win his way, he can usually convey his findings to others. He may become frustrated by routine tasks and as a result may not always tie up the loose ends administratively.

Thomas Sample is likely to be best suited to a position in a specialist/technical area of expertise. There should be standard operating procedures to work to and an opportunity to achieve results. The role should be people oriented and wherever possible free of excessive trouble and hassle.

INTERVIEW HINTS

If the role in question is of a specific nature and requires a person who can communicate easily it is important during the initial stages of the interview to assess these aspects of his behaviour. Allow Thomas Sample to relax and encourage him to talk about his specific area of expertise. He should come over well in an easy going atmosphere.

If however the role in question is likely to be extremely pressurised or requires Thomas Sample to deal with people who are stronger than himself you should begin to speed up the interview. Start to challenge his observations and question what he is saying. He will either face you head on or alternatively he may back off in order to avoid trouble and hassle. Could this affect job performance?

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"

Will Thomas Sample keep going even when he is strongly opposed or will he give way too easily?

- How do you feel when you fail to win your own way with people.
- Give me an instance when you felt you did not achieve what you wanted.
- How did you feel about that.
- Do you become more assertive when you are losing or do you give way.
- Give me examples of two occasions when you had to back down.
- How do you feel when you are trying to deal with people who continually evade the issue.
- What do you do about it.

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"

As a result of Thomas Sample's need for variety and change does he take on more than he can cope with?

- Do you enjoy taking on new tasks.
- How do you ensure that you can fulfil all your obligations.
- Most people let others down at some stage, tell me about the last time you let someone down.
- How did that person react.
- What did you say.
- Explain what personal action you took to make sure that the same mistake does not occur again.
- Do you set yourself clear time objectives.
- Give me two or three instances where you failed to meet your time objectives.
- What did you do about it.

Notes:

Discussion objective "C"

Is Thomas Sample flexible enough for the role?

- Do you enjoy coping with a variety of things at the same time.
- Tell me about the variation you think you would find in this job.
- Do you think people have to make quick decisions in order to achieve results.
- Give me some instances of when you had to make quick decisions and tell me about the result.
- Are you usually a quick decision taker.

- Have you decided if you want this job.
- If yes, why. If no, why not.
- Do you think I am likely to offer you the job.
- 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.