MOCK INTERVIEWS

Adaptability

Give me an example of a time when an individual convinced you of a better way to do something. What caused you to change?

Describe a time when you were working on a project and a major change occurred in the middle of it. How did you handle it?

Execution Orientation

Tell me about a time where you were under a lot of time constraints. How did you handle it?

Describe a time when you had difficulty finishing a task or project. Why did you have difficulty and what did you do to eventually get it done?

Planning and Organizing

Tell me about a time when you had too many things to do and you were required to prioritize your tasks. What steps did you take?
Tell me about a time you had to pull together a team of people to achieve a specific goal. How did you identify who you needed and the other resources that were required? What steps did you take to plan the work and track progress against it?

**Teamwork**

Describe a time when your contribution led to optimal team results. What exactly did you contribute? How did your contribution impact the results?

Describe a time when you put your needs aside to help a coworker understand a task. How did you assist him or her? What was the result? To what extent were you each recognized for completing the task?

**Initiative**

Tell me about a time when you had to be especially proactive to get a job done.

**Learning Agility**

Tell me about a situation where you had to learn a new process or technology quickly. Walk me through the steps you took to learn it.
If you are hired, you will be placed in a new role where you will be required to learn a new product and process. What steps will you take to learn this new process?

**Problem Solving**

Say your supervising manager leaves an assignment in your “in box” and leaves town for a week. You can’t reach him/her and you don’t fully understand the assignment. What do you do?

Tell me about a situation where you had to research a problem and develop a solution in several business days. How did you conduct your research? What resources did you use?

**Soft Skills Screened:**

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<tr>
<th>Core</th>
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<tr>
<td><strong>Adaptability:</strong> The ability to work effectively in a wide variety of situations and with a wide variety of individuals or groups. This includes the ability to adapt an approach as situations change and to readily accept changes in one’s organization, group, or job.</td>
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<td><strong>Execution Orientation:</strong> The ability to operate and thrive within a delivery-driven environment with competing pressures by willing to do what it takes to get the job done in a timely fashion.</td>
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<td><strong>Planning and Organizing:</strong> The ability to organize work for transactional efficiency; the ability to plan and prioritize actions, resources, and individuals to achieve a targeted goal.</td>
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<td><strong>Teamwork:</strong> The ability to assist and work effectively with others to achieve organizational goals.</td>
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<td><strong>Initiative:</strong> The ability and proactive willingness to take action in new or unusual ways or to do more than is expected or required with a focus toward enhancing results, avoiding problems, or creating new opportunities.</td>
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<td><strong>Learning Agility:</strong> The aptitude and desire to learn new processes and technologies easily and quickly.</td>
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<td><strong>Problem Solving:</strong> The ability to identify, analyze, and pragmatically solve a problem in support of personal, group, department, or organizational objectives.</td>
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