

General Questionnaire

Features

A summary of the person's approach to work and hints on conducting the interview. Provides Discussion Objectives and suggests questions to probe each DISC factor for "fit" in your culture.

Uses

For guidance to hiring managers who are developing their interview skills, and an excellent resource for experienced interviewers. With behavioral "fit" being critical, this questionnaire is an excellent resource to probe deeper into individuals' behavioral style.



GENERAL QUESTIONNAIRE: Tom Sample

Private &
Confidential

CHARACTERISTICS

Amiable, communicative, factual, logical, outwardly confident, persuasive, compliant, careful, systematic, non-demanding, non-aggressive, restless, active and mobile.

GENERAL REVIEW

Tom Sample is friendly by nature and as such enjoys working with people. He has the ability to work in a specialist/technical area of expertise where it is essential that rules are adhered to and quality and standards are maintained. His ability to communicate with people allows him to both absorb and impart information to others. He is likely to approach problem solving and planning in a detailed and specific manner, preferring to gather facts and information before taking action. He likes to get things right and as such will try to complete a task in a logical and systematic manner. Tom Sample is likely to be a good promoter of ideas and concepts and can usually put over their benefits. He likes to be given standard operating procedures to work to and the environment wherever possible should be friendly and free of confrontation. Although Tom Sample is detailed by nature he can become bored with routine tasks. Detailed routine duties may therefore frustrate him and he may not always tie up the loose ends.

Tom Sample is likely to be best suited to a role that is people-oriented and specific by nature. The job should be of a specialist/technical nature and wherever possible Tom Sample should be allowed to work within standard operating procedures.

INTERVIEW HINTS

Allow Tom Sample to feel relaxed during the initial stages of the interview. Encourage him to ask questions and talk about his specific area of expertise. During this early stage of the interview you should assess his ability to communicate with others, especially if working as part of a team is integral to the job.

If however the job requires a person who can deal with people who are stronger by nature than himself it is important to start to speed up the interview. Begin to put some pressure on Tom Sample. Challenge his observations and watch for his reaction. Does he stand firm or does he give way in order to keep the environment friendly and free of trouble and hassle?

INTERVIEW QUESTIONS

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

Discussion objective "D"

Is Tom Sample sufficiently self-motivated to succeed in this role?

- Are you a naturally self-motivated person.
- Tell me the sort of things that motivate you and why.
- What causes you to lose your motivation.
- Do you think this job requires a person who is self-motivated or a person who works to structured guidelines.
- Which do you prefer.
- If you were assessing me, what do you think I would prefer.
- Can you explain in detail why you think that.

Notes:

Discussion objective "I"

Has Tom Sample the ability to accurately judge the characteristics of others?

- Have you ever had a tendency to trust people too much and misjudge situations.
- How do you make sure that you are not misjudging people or situations.
- What motivates you.
- Describe the type of people who would motivate you the most.
- Have I got those characteristics.
- Tell me why you think that.

Notes:

Discussion objective "S"

Is Tom Sample continually looking for change, and is this because of boredom or ambition?

- How quickly do you become bored with a job.
- Tell me about the worst job you have ever had and why it was so bad.
- If offered this job, how long do you think it would take for you to settle in.
- If you had quick success how soon could we consider you for promotion.
- What training do you think you would need in order to take a promotion.
- How long would you stay in this job without a promotion.
- Tell me about your ambitions and the timescales you have set.

Notes:

Discussion objective "C"

Is Tom 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 maker.

- 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 behavior under pressure, frustrations, how Tom Sample is best motivated and the ideal style for his supervisor.