

CONSCIENTIOUS

We often need to document what we've done at work in written form. Can you give me an example of how you've done that? (Detail-oriented)

Please tell me about a time in which you found it necessary to speak up about a quality issue where there was a real risk to the company's reputation. (Quality focused)

In most jobs, there are occasions when everybody is taking advantage of the employer. Tell me about a time when you had such an opportunity and how you handled it. (High-integrity)

Tell me about a time when you had to "stand up" for a decision you made even though other important people were opposed to that decision. (Responsible)

All of us are confronted by a variety of temptations in our job. Can you tell me about such a time in your experience and how you handled it? (Trustworthy)

There are times when we work without close supervision and we must make sure the job gets done. Tell me about when you found yourself in a situation. What happened? (Dependable)

On some jobs there are opportunities to save the organization money by choosing a less expensive course of action or a less expensive material. Can you give me an example of how you might have done this? (Cost-conscious)

Please relate a specific instance when you found it necessary to be quite exact in your standards in order to do a job. How did you handle that situation? (Exact)

Tell me about a job in which there was a great deal of paperwork that you were required to complete. What specific things did you do to ensure your accuracy? (Disciplined)

It often takes extra effort to accomplish a task or reach a target. Can you give me a specific example of when you had to exert that extra effort? (Committed)

Could you describe a time when your concern about how things might turn out prevented the company from experiencing a serious problem? (Cautious)

Give me an example of a situation where others were really intense but you were able to retain your composure. (Casual)

There are times when it is very easy to become overwhelmed by work demands. Can you give me an example of when you were able to avoid that (Easygoing)

Describe a situation at work where there was a lot going on but you were not all that involved. (Passive)

There are many jobs in which well-established methods must be followed to do the job. Give me

a specific example of a time when you tried some other method to do the job. What happened?
(Undisciplined)

Can you tell me about some demanding situations in which you managed to remain cool?
(Nonchalant)

Tell me about your experience in jobs that required you to be especially alert to details when doing the job. (Cursory)

People differ a great deal in how much depth they are willing to go into when pursuing a point. Give me an example of when you avoided this kind of depth. (Superficial)

Sometimes great success can be achieved by being spontaneous. Can you tell me of an instance when you did that? (Spontaneous)

In some situations it is critical to avoid the rules and just move ahead. Tell me about when you needed to do that. (Free-flowing)

Tell me about a time when others were really bothered by something at work and you did not share that feeling. (Indifferent)

Can you give me an example of when you were informal in a work situation although the others were much more formal? How did it turn out? (Informal)