



EPISODE 5 WORKSHEET

Key Things to Remember

One of the main reasons you get hired is because your personal brand separates you from other candidates.

Three main things to focus on during an interview: 1) Your Strengths, 2) Your Weaknesses, 3) Your Potential.

Some Key Soft Skills Employers Assess

Competence: Do you have the core skills to excel at your position?

Experience: Do you have practical, relevant knowledge and skills that demonstrate your potential to be successful?

Interpersonal Skills: Can you effectively interact with other people?

Adaptability: How well do you deal with change?

Compatibility: Do you have goals that align with the organization?

Initiative: Do you take action? Are you proactive or reactive?

Attitude: Are you optimistic, positive and professional?

Commitment: Do you have the drive to complete tasks?

Integrity: Are you honest and trustworthy?

Review

Skill Talk™ episode #2 Al Duncan talked about effective and ineffective answers. What are three things that are part of an effective answer to interview questions?

Discussion Questions

In Skill Talk™ episode #5 Al shared **Duncan Nugget # 208:** *Never let someone else's mess get in the way of your success.* Give an example of a time when you were impacted by someone else's problems. What did you do to manage the situation?

Sample Interview Question: Tell us about an important goal that you set in the past. Were you successful or unsuccessful? Why?

Activity

Total time: 8-12 minutes

Step 1: Read each interview question and identify which soft skills the employer is might be assessing.

Step 2: Write down how you would respond to each question.

1. Describe a situation when you had to exercise a significant amount of self-control.
2. Describe a situation that required you to do a number of things at the same time. How did you handle it? What was the result?
3. Tell us about a time when you successfully adapted to a culturally different environment.
4. What have been some of your most creative ideas?
5. Give me an example of when you had to go above and beyond the call of duty in order to get a job done.
6. Describe a situation where you felt you had not communicated well. How did you correct the situation?