

TARGET SELECT INTERVIEW

Some employers are using a targeted selection process. They determine a set of skills or characteristics needed for the position and ask questions, which help them, determine if the interviewee has what is needed for the position. When preparing for this type of interview, think of the following:

- **Situation (s)**
- **Action (a)**
- **Result (r)**

Organization Skill

- Tell me about a project you had to plan for school or work.
 - What steps were involved?
 - What was the outcome?
- Describe a circumstance when you had several things to do in a limited time.
 - What led up to the situation?
 - How did you handle it?
 - What was the outcome?

Interpersonal Skills

- Describe a time when you had to deal with the public (customer).
 - Who was involved?
 - What did you do?
 - How did those involved respond?
- Give me an example of a time when you helped solve a problem within a group.
 - What precipitated the problem?
 - What action did you take?
 - What was the outcome?
 - Ability to Solve Problems (apply knowledge)
- Describe the most difficult problem you have ever faced at work or school.
 - What steps or actions did you take to solve the problem?
 - What results were achieved?
- Give me a situation in which you have been able to use a newly acquired skill or knowledge.
 - What was the particular skill or knowledge?
 - What was the situation?
 - What was the outcome?

Communication Skills

- Tell me about a situation when something you said or wrote was misunderstood.
 - What did you do to resolve the situation?
 - What was the end result?
- Describe a situation in which you misunderstood something a supervisor or teacher wrote or said.
 - Why did the misunderstanding occur?
 - What steps were taken to resolve the misunderstanding?
 - What were the results?