

TriMetrix® Interview Questions

JOB ATTRIBUTES QUESTIONS

Below are suggested interview questions on each of the top seven attributes. Use these as a guide to write questions that could be more job-specific. Once the list is completed, ensure all candidates respond to the same questions.

1. RESILIENCY: The ability to quickly recover from adversity.

- Share with me a time you have faced a great deal of personal criticism from others. How did you handle it? Did you modify or change your position in the face of this criticism?
- Give me an example of a time when you had an idea and had to abandon it. How did you recover?
- Tell me about a specific setback you faced at work. How long did it take you to get past it?
- Describe a time when you received negative feedback from your manager. Did you feel it was accurate or warranted? What actions did you take as a result of receiving the feedback?
- Give me an example of a time when you were faced with taking the initiative in the face of a mounting tide of adversity or criticism. How, exactly, did you move past it?
- Do you consider yourself to be a resilient person? Who is the most resilient person you ever knew? How do you compare to that person in resiliency?

2. PERSONAL ACCOUNTABILITY: A measure of the capacity to be answerable for personal actions.

- Tell me about a time when it was necessary to admit to others that you had made a mistake. How did you handle it?
- Give an example of a situation where others had made an error or mistake and you had to take the blame for their actions. How did you feel about doing that?
- What is the worst business decision you ever made? What made it the worst? Would knowing what you do now have helped you avoid making that decision?

- Give me an example of a lesson you have learned from making a mistake. What did you do differently going forward?
- Give me an example of someone you know whose personal actions led to disastrous results. How answerable is that person for what happened? What advice would you give to that person?
- What person from history do you most admire for taking the blame for a failure? What did taking the blame do for that person?

3. INFLUENCING OTHERS: The ability to personally affect others' actions, decisions, opinions, or thinking.

- What do you consider to be the most effective way to influence someone to a particular point of view? Give me an example of when you have done that successfully.
- Who is the most convincing person you have ever known? What did that person do that made them so convincing?
- What steps do you take when trying to gain the support for an idea of another person(s)? What is the biggest mistake someone could make when doing that?
- Give me an example of a time when you listened carefully and you learned something that helped you gain support or convince someone of something. What is the one, single thing you listened to and how did it help you?
- Have you ever seen someone continue to persuade someone even though the other person had already committed to the first person's point of view? What are some signs that communicate that this has happened?
- How often do you use tools or aids to help you persuade someone to your point of view? Give me several examples of what you have used and how you used them. How successful were you?

4. GOAL ACHIEVEMENT: The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.

- Describe the most complex project you have ever worked on. How did you establish action steps and milestones for that project? What was the most challenging part of that project for you?
- Share with me 5 goals you have previously set for yourself in your career. How many have you accomplished? What have been the reasons for your successful completion of them? How about those you have not completed?
- Give me an example of a time when you really procrastinated before getting started on something. How did you get started? Did you complete that goal or project?

- Is there one thing in your life that you have accomplished that gives you the most satisfaction? What is it? How tough was it to accomplish?
- What is the one thing in your life that you have not been able to accomplish or complete that gives you the most frustration? Why didn't you complete it? How could you complete it?
- Give me an example of a time when you were able to focus your efforts on a single goal. How were you able to do that?

5. RESULTS ORIENTATION: The ability to identify actions necessary to complete tasks and obtain results.

- Give me an example of one thing in your life that you have worked on for what you consider to be a very long time with no distraction or break. What did you dislike most about that? How successful were you in completing it? How long a time did you work it?
- Give me an example of a time when someone didn't follow-through on a commitment to you. What did you do about it? How do you ensure that others around you follow through on their commitments? How do you ensure that you do?
- Give me an example of a project you completed and the outcome. Please give me the most essential components of that project that played the biggest role in its completion.
- Describe a plan you've developed for your current work. What are the most essential components of that plan...the things that must be accomplished or the plan won't work?
- Tell me about a time when you missed a deadline. What were the consequences? What did you do differently the next time you faced a deadline?
- Have results ever been less than stellar for a project you've worked on? What caused the results to be less than great? How did it happen?

6. SELF-STARTING: The ability to initiate and sustain momentum without external stimulation.

- What time of the day are you at your best? How do you organize your activities around your most productive times?
- Tell me about the most aggressive, self-starting person you ever knew. What did you admire most about that person? Least?
- Give me an example of a time when you went and made something happen without much outside prodding.

- How would you approach a new task that you've been assigned without being given much direction?
- Describe a time when you were proactive. Describe a time when you were reactive. How did the results differ?
- As part of our reference checking, we will contact your former manager at some point. What will they tell us about your capacity as a self-starter? What example do you think your former manager will use to illustrate their point?

7. SELF MANAGEMENT: The ability to prioritize and complete tasks to deliver desired outcomes within allotted time frames.

- Give me a specific example of a project you were responsible for organizing from beginning to end. How did you go about it? How did you deal with changes that arose? How did you ensure that the project stayed on track? What was the final outcome? What did you learn from this experience?
- Have you ever faced a day in which you just couldn't get everything done that you had planned? How did you handle it? (If the position sometimes requires extra hours, simply ask the candidate if they can fulfill that requirement).
- Do you consider yourself to be a good time manager? Share with me the planning system you use and show me how you use it.
- We have all had times where it was necessary to balance work and personal or family time. Give me an example of a time when you had too many things to do in both areas of your life and describe how you went about prioritizing your time.
- How much time do you spend getting organized daily? When do you do it? What impact do you think this habit has on your results?
- What is the difference between activity and results? How do you personally define this difference?