Chally Assessment ™

Interview Guide – Alternate Questions

Individual Contributor Benchmark

Signature Profile

Chally

Interview Guide – Alternate Questions

Individual Contributor Benchmark

Predictive Competencies:

- Focuses on Measurable Outputs
- Champions Initiatives and Leads Change
- Demonstrates Learning Orientation
- Prioritizes Tasks
- Analyzes and Resolves Customer Problems
- Motivated by Attention to Detail

Applicant Name: _____

Interview Date: _____

Interviewed By: _____

Overall
Comments: _____
_____
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Focuses on Measurable Outputs

Question 1: What distinguishes an average workday from a really great workday?

Look for:
- high level of activity and a full use of time

Notes:

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Question 2: What could you change to increase the number of 'great' workdays?

Look for:
- relaxation only after increased output
- measures accomplishments in quantitative units
- consistency in task completion

Notes:

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Question 3: How strong are your time management skills? Why?

Look for:
- keeps an organized to-do list
- persistence
- increased output whether tasks are repetitious or varied
- pride in the quantity they are able to accomplish within a given timeframe

Notes:

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☐ Excellent | Always matched the points to look for
☐ Average | Matched some of the points to look for
☐ Poor | Did not match any of the points to look for

Champions Initiatives and Leads Change

Question 1: Tell me about a past situation in which you thought the current approach to meeting an organizational objective was not as effective as it once was.	Notes: _____ _____ _____ _____ _____ _____ _____ _____
Question 2: What steps did you take? **Look for:** ▪ willingness to explore alternatives without prompting or clear-cut directives ▪ focuses on selective changes that provide real added value; does not seek change for the sake of change	Notes: _____ _____ _____ _____ _____ _____ _____ _____
Question 3: How would you rate your effectiveness at championing new initiatives or approaches and why? **Look for:** ▪ takes the lead in initiating constructive changes ▪ willingness to stretch beyond what is safe or comfortable to meet expected results ▪ provides the voice and resources to integrate needed changes within their group ▪ willingness to push original or creative thinking when organizational goals are at risk	Notes: _____ _____ _____ _____ _____ _____ _____

☐ Excellent | Always matched the points to look for
☐ Average | Matched some of the points to look for
☐ Poor | Did not match any of the points to look for

Demonstrates Learning Orientation

Question 1: Tell me about the technical demands of your last position.	Notes: _____ _____ _____ _____ _____ _____ _____ _____
Question 2: What approaches do you find most useful when developing your technical expertise? **Look for:** ▪ formal training opportunities ▪ review of professional publications, newsletters, and other current information in their own and related fields ▪ routine collection and review of key data and information to track progress on important functions	Notes: _____ _____ _____ _____ _____ _____ _____ _____
Question 3: On a scale of 1-10 (10=high), how would colleagues or customers rate your ability to understand their technical needs? Why? **Look for:** ▪ intellectually curious and believes that education never ends ▪ awareness of technical developments in their field and related fields ▪ anticipation of rather than reaction to changing technologies ▪ incorporates professional expertise into projects and new initiatives	Notes: _____ _____ _____ _____ _____ _____ _____ _____

☐ Excellent | Always matched the points to look for
☐ Average | Matched some of the points to look for
☐ Poor | Did not match any of the points to look for

Prioritizes Tasks

Question 1: Describe the steps you take to prioritize steps within a project. **Look for:** ▪ a needs analysis to determine if all of the steps can be feasibly met	Notes: _____ _____ _____ _____ _____ _____ _____ _____
Question 2: How do you deal with competing demands for your time when working on a project? **Look for:** ▪ prioritization is based on a combination of what steps can feasibly be accomplished ▪ quickly recognizes if the problem is not solvable ▪ makes progress toward project completion and alters solutions when obstacles arise ▪ minimizes emotional involvement that may make it difficult to disengage from approaches that are unlikely to be successful	Notes: _____ _____ _____ _____ _____ _____ _____ _____
Question 3: What is your success rate in completing steps within a project on time and why? **Look for:** ▪ a solid knowledge of project steps and the current situation ▪ a broad frame of reference to apply their kit of solutions to the project at hand ▪ an understanding of the project's details and the political environment as well as a readiness to take the steps necessary to achieve goals ▪ a match based on hard criteria and not emotions ▪ a focused, goal-oriented attitude that enables them to complete each step within the project	Notes: _____ _____ _____ _____ _____ _____ _____ _____

☐ Excellent | Always matched the points to look for
☐ Average | Matched some of the points to look for
☐ Poor | Did not match any of the points to look for

Analyzes and Resolves Customer Problems

Question 1: Describe a recent problem you've faced.	Notes: _____ _____ _____ _____ _____ _____ _____
Question 2: How did you resolve it? **Look for:** ▪ an objective analysis of the problem ▪ taking ownership of the solution ▪ a willingness to look beyond standard procedures ▪ identifying the root of the problem, not just treating symptoms	Notes: _____ _____ _____ _____ _____ _____ _____
Question 3: On a scale of 1-10 (10=high), how successful are your problem-solving efforts? Why are your solutions satisfactory or unsatisfactory? **Look for:** ▪ genuine interest in resolving problems ▪ viewing problem resolution as an opportunity to strengthen relationships, not as an inconvenience ▪ a commitment to stay focused until the solution is found ▪ closing the loop to ensure satisfaction; not passing the problem on to someone else	Notes: _____ _____ _____ _____ _____ _____

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☐ Average | Matched some of the points to look for
☐ Poor | Did not match any of the points to look for

Motivated by Attention to Detail

Question 1: Tell me about the need for documentation of steps or results in your last position.	Notes: _____ _____ _____ _____ _____ _____ _____ _____
Question 2: How do you judge successful completion of a task or project? **Look for:** ▪ attention to detail ▪ avoidance of mistakes ▪ high personal standards around quality ▪ accurate and precise for its own sake ▪ takes pride in depth of expertise acquired for the job	Notes: _____ _____ _____ _____ _____ _____ _____
Question 3: Could someone else recreate the steps you took to accomplish a task? What would help or hinder that effort? **Look for:** ▪ consistency in detail orientation regardless of the task ▪ concrete documentation of details versus relying on memory ▪ organized approach to tracking details	Notes: _____ _____ _____ _____ _____ _____ _____

☐ Excellent | Always matched the points to look for
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☐ Poor | Did not match any of the points to look for