

WORKFORCE 1

DESCRIBE YOUR SKILLS USING CONCRETE EXAMPLES. USE THIS TO PREPARE RESPONSES FOR COMMONLY ASKED QUESTIONS.

1. What is a strength, skill, or trait that best describes you as an employee?

For example, you may know that you are able to *multi-task*.

2. Provide a specific example to support the strength, skill, or trait you selected and prepare a few sentences that allow the interviewer to understand how and when your multi-task ability was used at a previous position.

For example, *in my prior position as manager I successfully oversaw a team of 8 while handling several projects with short-term due dates.*

3. What were the beneficial results of this skill.

For example, *my ability to multi-task allows me to manage numerous diverse responsibilities on a daily basis.*

4. Link this to the interview by demonstrating how your skill can be used in the new position.

For example, *I know that my ability to stay focused while handling various projects and responsibilities has given me a proven track record of success .*

STRENGTH/SKILL/TRAIT

SPECIFIC EXAMPLE

RESULTS

LINK TO INTERVIEW