**Personal Qualities**

**Confidence**
How confident are you that you can successfully perform the duties of this position and why?

Tell us about a situation that would demonstrate the level of confidence that you have in yourself.
Tell us about a situation that would demonstrate the level of confidence your manager has in you.
Tell us about a situation that would show the confidence your coworkers have in you.

**Creativity**
Are you creative?
Give us one example of your creativity.
Describe a situation where you came up with a creative solution to a problem.

**Independent/Self-Starter**
Provide us with an example of your ability to work independently.
Give an example. The example may relate what you did in an emergency situation. If this is an entry level position, use an example from school, church, or other volunteer activities.

**Pressure**
What experience have you had in pressure situations?

Tell us about a pressure situation you were in that would demonstrate your ability to work under pressure.
Provide us with an example of how you’ve asserted yourself in an emergency or high-pressure situation?

What does it take to get under your skin?

What are some constructive methods of dealing with stress?

Why are manhole covers round?

**Responsibility**
Briefly describe the most significant responsibility you have had in your career and what it taught you?
How do you handle responsibility?

Risk
How do you deal with risk on the job?

Name the greatest risk that you've taken?

Name the greatest risk that you've taken which resulted in failure.

Personal Qualities - Situations
You are sitting next to a coworker who is consistently rude to others over the telephone. You realize that no one is aware of this. How would you handle this situation?

You are given a new assignment, but not given any instructions. How would you go about completing your assignment?

A vital piece of equipment requires repair. You are the only mechanic certified to repair the piece of equipment. You receive a call that your father is on his way to the hospital. What will you do?

Your co-worker continually comes over to your desk to complain about management. Your supervisor seems to be paying particular attention to the two of you. How will you handle this situation?

An executive manager has given you an assignment that will require you to work late tonight. However, you have dinner and expensive tickets to a show with your spouse tonight. What will you do?

You've prepared a report for the county supervisors. All facts have been documented, checked, and double-checked. However, one of the supervisors states that the report is wrong and demands that the report be corrected. What is your response to the supervisor?

A vendor comes in to thank you for assistance in clearing up a past due invoice. The vendor offers you two tickets to a ball game. What will you do?

Your co-worker is consistently unconcerned with issues at work. You and your co-worker have a joint assignment, but the co-worker just shrugs you off. What steps will you take?
As you're walking out of the building, you notice an employee from another section carrying department equipment to their car. The equipment is clearly labeled and belongs in your section's work area. What will you do?

You work on a field crew using heavy equipment. After lunch you notice the smell of alcohol on your co-worker's breath. How will you handle this situation?

One of the members of your team only does what is absolutely necessary at work. His performance is impacting the team. How might this person's performance affect your work?

Would you work overtime to complete a team project?