



Targeted Selection Questions

Some employers are using a targeted selection process. This refers to the interviewing process whereby employers determine a set of skills or characteristics which they need for the position for which they are interviewing, and ask questions which help them obtain specific information to determine whether the interviewee has those characteristics or skills. Listed below are some examples of targeted skills and some directed interview questions.

Organizational Skill

- Tell me about a complex project you had to plan recently for 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 worked on a project with your peers from other sites within the company. Who was involved? What did you personally 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?

Technical Skills (Ability to solve problems, apply knowledge, etc.)

- Describe the most difficult challenge you have ever faced at the office. 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 wrote or said. Why did the misunderstanding occur? What steps were taken to resolve the misunderstanding? What were the results?