



Talent Q

Aspects

Aspects Report

Name: **Sam Sample**


Date of Report: **16/03/2017**

Interview Guide 2

Also Recommended: Aspects Ability

Who could use components of this report:

 HR professionals

 Line managers

What can components of this report be used for:

 Recruitment

| | |
|-----------------------|------------------|
| Assessment | Aspects Styles |
| Completed date | 26/03/2014 |
| Language | English (Canada) |

Aspects Styles Interview Guide

Based on the Aspects Styles competency scores, the interview guide offers corresponding interview questions to support a follow-up recruitment interview to assess the individual's suitability in further depth. A set of suggested interview questions is provided and it is recommended that at least one from each area is used. These have been designed to enable you to explore the fit between the candidate and the role, in the light of the competency based sifting tool they have already completed.

When you have completed your interview, you can record your ratings and any comments on the final summary page.

Influencing and Selling

Influences effectively and enjoys situations involving selling. Strong in negotiations with others, assertive in their approach and wins others over to their perspective.

1. Give me an example of a time when you have had to persuade and influence another person or group of people.

- How did you go about explaining your point of view?
- What did you do to win others over?

Notes

2. Tell me about a situation where you have had to supervise or manage others.

- How did you get the others to do what you wanted?
- How did you feel about this?

Notes

3. Tell me about a time when you have negotiated over a price or outcome.

- How did you feel about having to push your position?
- How did you know how far to push your position?

Notes

Aspects Styles Interview Guide (continued)

Interpersonal Skills

Socially skilled and confident, knows how to behave in social situations and comfortable meeting new people.

1. Tell me about a time when you have had to approach someone important and very senior at work, or in another relevant situation, for the first time.

- Talk me through how you established rapport with this person.
- How did you feel about meeting them, knowing that they were so senior?

Notes

2. Tell me about a time when you have been in a formal situation with lots of other people you didn't know.

- What did you do to 'break the ice' with others?
- Talk me through how you went about making sure others felt comfortable with you.

Notes

3. Give me an example which demonstrates your typical interpersonal style in a work, or other relevant situation.

- What might be some of the downsides of the way that you generally interact with others?
- Talk me through how you have adapted or changed your style over time.

Notes

Aspects Styles Interview Guide (continued)

Customer Orientation

Focused on providing service to customers and meeting their needs. Enjoys listening and engaging with other people; demonstrates interest in helping them achieve their goals.

1. Think about a specific customer you have dealt with previously; tell me about your approach to working with them.

- What did you like about working with this customer?
- What did you do to make sure their needs were met?

Notes

2. Tell me about a time when you have had to learn/find out about a new customer.

- What did you do to find out about this customer?
- What customer information was the most important?

Notes

3. Tell me about a time when you have had to work with a customer who has made you feel angry or upset.

- What did you do to manage your feelings in front of the customer?
- What else do you do to manage your feelings in emotionally challenging situations?

Notes

Aspects Styles Interview Guide (continued)

Complex Thinking

Understands different perspectives on complex issues. Appreciates relevant theoretical models and successfully analyses situations with many different components.

1. Give me an example of a time when your work, or other relevant tasks, have involved the application of theory or models.

- How did you learn about the theory or model in the first place?
- How did you go about continually improving your understanding of the theory or model?

Notes

2. Tell me about a time when you had to work through a complex issue or situation.

- How did you go about taking into account the varying perspectives that could be taken on the issue or situation?
- What did you do to ensure you had fully understood these different perspectives?

Notes

3. Give me an example of a time when you have broken down a complex issue so that it could be more easily understood.

- What made this issue so complex?
- Why did you decide to break down the issue in the way that you did?

Notes

Aspects Styles Interview Guide (continued)

Efficiency and Reliability

Diligent in their approach to work, following through on tasks until they are completed and seeking to always deliver on their promises. Demonstrates strong attention to detail, observing rules and processes affecting their work.

1. Thinking about some of the rules and procedures you have to follow in your work or in other relevant situations, tell me about any that you find particularly important or useful.

- Why are these particular rules or procedures important for what you do?
- What aspects of these rules are harder to stick to than others?

Notes

2. Give me an example of a time when you have made a commitment to someone which you were unable to deliver on.

- What did you do to ensure that you delivered on this commitment?
- How important is it for you to meet your commitments?

Notes

3. Tell me about a time when a task has required you to work in a very detailed way.

- What steps did you take to ensure you got the details right?
- What did you do to check the accuracy of your approach?

Notes

Aspects Styles Interview Guide (continued)

Drive and Motivation

Motivated by challenging, quantifiable targets. Ambitious and focused on delivering clearly defined objectives, drawing satisfaction from achieving their goals.

1. Tell me about a time when you have worked hard to reach a goal or target.

- What made you want to reach this goal or target?
- What steps did you take to make sure you were successful?

Notes

2. Tell me about a time when you have worked hard to get something you have wanted in a work or other relevant situation.

- What did you do to make the extra effort?
- How did you feel about having to push yourself?

Notes

3. Give me an example of a time when you have had to deliver a task you have not enjoyed or wanted to be involved with.

- How did you keep yourself motivated until the task was done?
- What did you do to ensure you maintained your standards whilst delivering the task?

Notes

Aspects Styles Interview Guide (continued)

Interview summary

| Competency | Rating |
|--|----------------------|
| Influencing and Selling Notes | <input type="text"/> |
| Interpersonal Skills Notes | <input type="text"/> |
| Customer Orientation Notes | <input type="text"/> |
| Complex Thinking Notes | <input type="text"/> |
| Efficiency and Reliability Notes | <input type="text"/> |
| Drive and Motivation Notes | <input type="text"/> |
| Overall summary Notes | |



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