

## QUESTIONS



# THINK “FACTORS” – TO FIND ANSWERS TO QUESTIONS

Employers are looking for certain qualities in an employee. By looking at a question and matching it to a factor – you can be ready with an example or a story to answer the question – no matter what the question.

It’s impossible to predict what you will be asked – but it is possible to think about what factors the interviewer will be looking for and possibly scoring you on your answers – based on the factor sought.

### **Common Factors For Most Jobs**

These overlap in many areas – it basically boils down to about seven or eight common factors.

1. Ability to communicate orally /relate well with others – customer service
2. Ability to organize, plan, and prioritize
3. Ability to bring enthusiasm to the position – self-motivated
4. Ability to maintain a positive image – composure in stressful situations
5. Ability to evaluate information and make judgment decisions/ problem solving
6. Initiative and motivation – team/leadership
7. Ability to adapt to changing situations
8. Integrity

### **EXAMPLES**

Question – What’s important for you in a job?

Factor – motivation, enthusiasm.

Question – How do you handle working with a difficult colleague?

Factor – communicate, relate with others

Question – How will you add value within 30-60-90 days?

Factor – self-motivated, initiative, ability to plan and organize

Question – Tell me about your last great idea.

Factor – initiative, problem solving, analyze, judgment

Question – If you were put into a compromising situation at work, where would you turn?

Factor – adapt to changing situation, maintain a positive image – composure, analyze, problem solve.

By focusing on factors rather than questions you will be able to tell stories that can relate your past experiences as indicators of your future success.