



# Interview Guide for Jo Wilson

Focus

Styles

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## About this Report

This report is based upon the Styles assessment, which explores an individual's motives, preferences, needs and talents in critical work areas.

The results are based on a comparison with a group of 1,451 professionals and managers and are presented on a 1 to 10 Sten scale.

Since the questionnaire is a self-report measure, the results reflect the individual's self perceptions. Nevertheless, our extensive research has shown it to be a valid measure of how people will operate in the workplace.

It should be remembered that the information contained in this report is potentially sensitive and every effort should be made to ensure that it is stored in a secure place.

The information contained within this report is likely to remain valid for 12 to 24 months, depending upon circumstances.

The report was produced using Saville Consulting software systems. It has been derived from the results of an assessment completed by the respondent, and reflects the responses they made.

The report has been generated electronically. Saville Consulting do not guarantee that it has not been changed or edited. We can accept no liability for the consequences of the use of this report, howsoever arising.

The application of this questionnaire is limited to Saville Consulting employees, agents of Saville Consulting and clients authorised by Saville Consulting.

## Introduction to Interview Guide

This Interview Guide presents appropriate questions based on the results of the assessment completed by Jo Wilson. The questions are designed to gain evidence of the candidate's effectiveness and motivation at work.

### Interview Questions for Jo Wilson

Questions (2-4) are presented for each of the areas, with fewer questions being given for areas where the candidate has rated themselves as strongly effective. Additional questions that target the candidate's motivation for an area are marked by an asterisk.

For each area, information is provided on how Jo Wilson rated themselves on the assessment when compared to others on a 1 to 10 scale. Please note that this is for the interviewer's information only and is not to be fed back to the candidate.

### How to use this Interview Guide

Review job description and/or person specification



Select competencies for interview (Page 4)



Select questions



Conduct interview



Record answers



Score and evaluate data



Summarise scores (Page 4)



Make recommendation (Final Page)

## Interview Scores Summary

✓	Page	Area Assessed	Assessment Score	Interview Score
<input type="checkbox"/>	5	<b>Evaluating Problems</b> Examining Information (2); Documenting Facts (5); Interpreting Data (4)	4	
<input type="checkbox"/>	6	<b>Investigating Issues</b> Developing Expertise (1); Adopting Practical Approaches (7); Providing Insights (3)	1	
<input type="checkbox"/>	7	<b>Creating Innovation</b> Generating Ideas (2); Exploring Possibilities (1); Developing Strategies (1)	1	
<input type="checkbox"/>	8	<b>Building Relationships</b> Interacting with People (9); Establishing Rapport (6); Impressing People (10)	9	
<input type="checkbox"/>	9	<b>Communicating Information</b> Convincing People (9); Articulating Information (8); Challenging Ideas (8)	9	
<input type="checkbox"/>	10	<b>Providing Leadership</b> Making Decisions (9); Directing People (6); Empowering Individuals (2)	5	
<input type="checkbox"/>	11	<b>Showing Resilience</b> Conveying Self-confidence (9); Showing Composure (8); Resolving Conflict (2)	6	
<input type="checkbox"/>	12	<b>Adjusting to Change</b> Thinking Positively (6); Embracing Change (2); Inviting Feedback (4)	3	
<input type="checkbox"/>	13	<b>Giving Support</b> Understanding People (1); Team Working (1); Valuing Individuals (1)	1	
<input type="checkbox"/>	14	<b>Processing Details</b> Meeting Timescales (5); Checking Things (4); Following Procedures (3)	4	
<input type="checkbox"/>	15	<b>Structuring Tasks</b> Managing Tasks (4); Upholding Standards (1); Producing Output (6)	2	
<input type="checkbox"/>	16	<b>Driving Success</b> Taking Action (9); Seizing Opportunities (8); Pursuing Goals (6)	8	

## Interview Questions

### Showing Resilience

Conveying Self-confidence (9); Showing Composure (8); Resolving Conflict (2)



### Average

higher potential than about 60% of the comparison group

**Where have you had to be resilient at work?**

- What was the situation?
  - Why was it challenging?
  - How did you react to pressure?
  - What impact did it have on you?
  - How did your behaviour impact on others?
- \* How do you motivate yourself under pressure?

**Give me an example of when you have resolved a conflict at work.**

- Why was there a conflict?
  - What did you do?
  - What emotions did you have to deal with?
  - How did people respond?
  - What would you do differently next time?
- \* How comfortable are you dealing with people when they are emotional?

## Interview Questions

<b>Giving Support</b> Understanding People (1); Team Working (1); Valuing Individuals (1)	1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Extremely Low</b> higher potential than about 1% of the comparison group
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**Tell me when you have had to go out of your way to support others at work.**

<ul style="list-style-type: none"> <li>• What support did your colleagues need?</li> <li>• What did you do to help?</li> <li>• What more could you have done to help with the benefit of hindsight?</li> <li>• To what extent did helping inconvenience you?</li> <li>• What was the outcome?</li> </ul> <p>* What do you like about helping people?</p>	
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**Describe a situation where it was important for you to understand people at work.**

<ul style="list-style-type: none"> <li>• What was the situation?</li> <li>• Why was it important to understand them?</li> <li>• What were the important messages you heard from them?</li> <li>• What did it take you longer to recognise about their needs?</li> <li>• What did you do to show you understood them?</li> </ul> <p>* How interested are you in understanding people and their motivations?</p>	
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**Where have you found it challenging to work collaboratively in a team?**

<ul style="list-style-type: none"> <li>• What was your role in the team?</li> <li>• Why was it important to work collaboratively?</li> <li>• How did you do this?</li> <li>• What was the most difficult aspect of the team work?</li> </ul> <p>* What did you least enjoy about being a member of a team?</p>	
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**Give me an example of where you have really valued people as individuals at work.**

<ul style="list-style-type: none"> <li>• Who did you really value?</li> <li>• Why did you really value them?</li> <li>• How did you show your appreciation?</li> <li>• How much trust did you place in them?</li> <li>• What behaviour did you have to be more tolerant of?</li> </ul> <p>* How quickly do you feel comfortable trusting people at work?</p>	
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## Interview Questions

<p><b>Driving Success</b> Taking Action (9); Seizing Opportunities (8); Pursuing Goals (6)</p>		<p><b>High</b> higher potential than about 90% of the comparison group</p>
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**Which of your recent work achievements are you particularly proud of?**

<ul style="list-style-type: none"> <li>• Why have you chosen this example?</li> <li>• What did you do?</li> <li>• Why was this important?</li> <li>• How did you exceed expectations?</li> <li>• What feedback did you get?</li> </ul> <p>* What drives you to succeed?</p>	
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**Give an example of when you have taken decisive action to achieve an outstanding result.**

<ul style="list-style-type: none"> <li>• What exactly did you do?</li> <li>• Why did you decide to take that action?</li> <li>• What exactly was the result?</li> <li>• What made it outstanding in your eyes?</li> <li>• What effort did you put in?</li> </ul> <p>* What impacts negatively on your motivation to succeed?</p>	
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## Interview Summary

Candidate Name	Jo Wilson
Interviewer Name(s)	
Interview Date	
Role Applied For	
Signed	

## Evidence

Key Evidence Against	Key Evidence For

## Recommendation

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