

Skill Name: Adaptable/Flexible

Skill Description: Flexible; deals with change; tolerates ambiguity; not rigid; shifts gears comfortably.

Skill Notes: Tolerance of unstructured work, calmness about ambiguity/change, ability to develop a plan to deal with lack of structure.

1. Describe some of your recent work that best reflects how you apply new techniques to solve practical problems.
2. Using a specific example, describe how you are flexible in your dealings with co-workers.
3. Tell me about a specific situation at work where you adjusted quickly to organizational changes.
4. Tell me about a specific incident on your last/current job where you went 'beyond the call of duty to get something done.
5. Describe the last time you were required to learn an important skill quickly. How did you go about learning it?
6. In a changing business such as ours people have to be adaptable. Give a recent example of how you have adapted to major changes at work.
7. Using a specific example, describe how you are flexible in your dealings with customers/clients
8. Using a specific example, describe how you are flexible in your dealings with patients.
9. Describe a time when you were asked to complete a complex project/problem without knowing exactly how to do it. What did you do and how did it turn out?
10. Describe a time when you were asked to complete a project with little or no guidance. How did you go about developing a course of action? How did it turn out?
11. Describe a time when you were asked to do something that you did not think was part of your job. What happened and what did you do.
12. Describe a project that you were working on that was changed in mid-stream. What did you do and how did you feel?

13. Describe a time when you were expected to shift your focus from one project to another without being given a complete picture of what the end result would be. How did you do it?
14. Describe a time when, because of a last minute change, you had to shift gears and approach a procedure differently without having the total picture. How did you cope with the change?
15. Describe a time when you had to deal with change (e.g. turnover, project direction, training). How did you react?
16. Tell me about a time when you had to take on a new task that you weren't in support of? What happened?
17. Describe a position where you had to work with changing priorities. How did you manage your time in order to get everything accomplished?
18. In order to be successful people have to bend a little bit. What is the farthest you have had to bend your standards in order to succeed?
19. Give me a recent, specific example of how you deal with change.