

Skill Name: Assertive

Skill Description: Outgoing; actively seeks to voice opinions and defend ideas; inclined to bold or confident actions; aggressively self-assured.

Skill Notes: Takes action to voice own ideas; gives examples of confident actions in the workplace.

1. Describe a situation where you felt you needed to take matters into your own hands. Why did you need to take charge?
2. Give me an example when you and your supervisor (or a coworker) disagreed on an important issue. How was it resolved?
3. Tell me how you deal with people who constantly interrupt you at work. Give specific examples.
4. When in a group meeting or discussion, how have you made sure your ideas are heard? Give your best example.
5. Tell me about a situation where you had to be assertive to get others to listen to your ideas.
6. Tell me about a recent situation when your idea or sales pitch was initially rejected. Tell me what you did to get your ideas accepted.
7. Describe for me how you have overcome obstacles when you are being creative. Use a specific example.
8. Give me the best example where you have demonstrated your assertiveness at work. Be specific and discuss the outcome.
9. Tell me about a situation when one of your ideas was heavily criticized. How did you react? What was the outcome?
10. Tell me about a recent situation when you sold others on a new innovative idea. How did you accomplish it?