

Skill Name: Attention to Detail

Skill Description: Attentive to all aspects of a task or work environment; alert; accurate.

Skill Notes: Alertness in interview - heightened awareness of surroundings and conversation; evaluate measures to insure accuracy (i.e. double-checking); genuine concern for accuracy.

1. Tell me about the last time you caught someone else's error before it was too late. How did you go about correcting it?
2. Tell me about a time when you saved the company/organization money by detecting an error.
3. Thinking back over the past six months, describe the most effective way you go about catching mistakes/ensuring quality of your work?
4. Some jobs or projects require a great deal of attention to detail. Describe for me the job that demanded the most attention to detail. What specifically did you do to avoid errors?
5. Give me the best example of how you pay attention to detail in your work
6. Tell me about a recent time that you avoided a mistake because of your attention to detail.
7. Describe a tedious task/project you worked on. How did you go about insuring accuracy?
8. We have all had occasions when we were working on something that just 'slipped through the cracks.' Give me some examples of when this has happened to you.
9. Give me examples of times when you found errors in your work. How did you find them?
10. Describe your system for auditing and controlling errors in your work.