

Skill Name: Cooperation - within department

Skill Description: Ability to develop positive relationships with and between coworkers and/or employees.

Skill Notes: Ability to gain cooperation from others; assess appropriateness of examples.

1. Describe a recent time when you helped a coworker solve a problem without being asked.
2. Describe a situation where you helped a co-worker learn a new skill.
3. Describe the most difficult time you had with a co-worker. What did you do to develop a better relationship with that person?
4. Tell me about the last time you were asked to help on a project/job that you were not directly assigned to. What did you do?
5. Describe your most recent experience as part of a team. What did you do to make that team more effective?
6. Tell me about the most serious disagreement you had with your supervisor about a work assignment. How was it resolved?
7. Tell me about a time when you worked overtime or weekends to help a co-worker.
8. Describe the last time you filled-in for someone else's shift
9. Tell me about a time when you used your interpersonal skills to help co-workers through a difficult time.
10. Describe how you have established a working relationship with others. Use an example from your own experience.
11. Tell me about the time you were most reluctant to go and talk with your supervisor about a work problem, though you knew you should.
12. Can you recall the last time you were asked to help with a customer/client who was not under your primary care? Explain what you did.
13. We have all had to work with someone who is difficult to get along with. Give me an example of when this happened to you. How did you handle this person? What would you have done differently?

14. Describe a situation where your Supervisor (or member of a club, fraternity, etc.) decided to implement or change something that you do not agree with, how did you deal with this?
15. Describe a recent time when you were in a situation that was causing conflict between you and others. What did you do?
16. Have you ever submitted good ideas to your superior and he or she did not take action on them? What did you do?