

Skill Name: Decision Making/Judgment

Skill Description: Making effective, realistic decisions within organizational guidelines based upon analysis, wisdom and experience.

Skill Notes: Effectiveness of decisions; willingness to make decisions, involving others when appropriate; sought for his/her advice.

1. Describe the best work decision you have made in the last six months.
2. Describe a decision where you involved many people in the process. How did you go about involving everyone?
3. What is the most difficult work decision you have had to make in the last year? Why was it so difficult? How did you make it?
4. Describe the typical decisions you are required to make on a daily basis. What process do you use to make those decisions? Use a specific example to demonstrate.
5. Give examples of a time when you had to consult a supervisor before taking action?
6. Describe a recent time when you had to think 'outside the box' to come up with a solution to a problem. How was it received?
7. Give me an example of an especially good decision you have made in your current position. Why was it a good decision?
8. Give me examples of good decisions you have made in the last year? What were the alternatives? Why were they decisions?
9. What are the biggest decisions you have made in the last year? Tell me how you went about making them. What alternatives did you consider?
10. In your job at _____, what decision did you ponder the longest before making? Why was it difficult? Tell me about it.
11. Tell me about a time when your judgment was not as good as it should have been. What happened?
12. Give me an example of a problem you recognized before your boss or others in your organization.
13. Describe the most difficult financial decisions you made on the job.

14. Give me examples of decisions you made without all the pertinent information.
Why did you make the decisions you did?