

Skill Name: Dedicated/Conscientious

Skill Description: Planful; careful; thorough; high standards of performance.

Skill Notes: Extent to which work is planned and organized; level of acceptance of high quality work; desire to perform well.

1. Tell me about the most recent time when you had to take time off work.
2. Sometimes during a rush period people have to miss their break to get the job done. Tell me about the last time that happened to you.
3. Occasionally, we all have to miss work on short notice. Tell me about the most recent time you missed work unexpectedly.
4. Tell me about the last time you had to hustle to get to work on time.
5. Tell me about a specific incident on your last/current job where you went beyond the "call of duty" to get something done.
6. Give me an example of a time when you were behaving in an extremely conscientious manner. What were you doing and how did it turn out?
7. 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?
8. Describe one of your best class/work projects. What was it? How did you go about organizing it? How did it turn out?
9. Describe a very tedious project/task you worked on. How did you go about insuring accuracy?
10. When faced with a routine and easy task, how do you go about adequately meeting the demands and sustaining motivation? Give me a specific example.