

Skill Name: Delegation

Skill Description: Assigns duties and/or responsibilities to others when appropriate; is able to choose appropriate individuals to assign duties.

Skill Notes: Can assign duties to others in an appropriate way; gives examples of appropriate delegation.

1. Give me the best example of how you delegate to others.
2. Tell me about a time when you delegated tasks because you were under tight time constraints? What happened?
3. What has been the biggest mistake you have made in delegating a project? What happened? Looking back, how could the mistake have been avoided?
4. Give me an example of a project you delegated to one of your employees, and it never got done. What could you have done differently to avoid this problem?
5. Give me a recent example that best shows how you assign tasks to others.