

**Skill Name: Initiative/Action Oriented**

**Skill Description: Self-starter; takes action to achieve goals beyond expectations.**

**Skill Notes: Takes action beyond the call of duty; displays self-starting qualities.**

1. Tell me about a recent time when you helped a co-worker solve a problem without being asked.
2. Give me a recent example of a situation where you took on a task or duty at work that was not assigned to you.
3. Tell me about the last time you showed outstanding initiative on the job. Describe the situation, your actions and the result.
4. Tell me about a specific incident on your last/current job where you went 'beyond the call of duty' to get something done.
5. Describe a project in the past year that you put extra energy into because you felt it necessary to go beyond what you were told to do.
6. Tell me about the last time you took on a project that demanded a lot of initiative on your part.
7. Describe a recent time when you were required to motivate yourself to get something done. What did you do?
8. Tell me about the last time you worked overtime to meet a deadline.
9. Can you think of a situation you had to handle in which old solutions didn't work? What did you do to handle it?
10. Give me some examples of situations where you have done more than was required.
11. Tell me about some projects or ideas (not necessarily your own) that were sold, implemented, or carried out successfully primarily because of your efforts?
12. Describe a situation where you felt you needed to take matters into your own hands. Why did you need to take charge?