

Skill Name: Leadership

Skill Description: Guides individuals or groups toward task accomplishment; gets others to work well together.

Skill Notes: Leads by example; gains cooperation from others; leads to goal accomplishment.

1. Give me a recent example when you showed leadership without being the 'formal' leader.
2. Tell me about the most recent time you displayed leadership on the job.
3. Tell me about the toughest group you have had to get cooperation from. How did you go about gaining it?
4. Describe how you help your employees to clearly understand the direction of your unit. Use a specific example.
5. Describe the time when you were most successful in leading a group toward accomplishing an important goal.
6. Tell me about a task force, committee or group that did not report to you but from whom you had to get work. What did you do to get what you needed?
7. Give a recent problem in which you included your subordinates in arriving at a solution. How did you do it?
8. Describe for me a recent example that best shows how you lead by example.
9. Let's talk about leading people. Thinking back on your recent work history, pick your finest hour; that is, describe the situation that best demonstrates your people management skills.
10. Can you think of a change at your organization that others would recognize as resulting primarily from your vision and efforts? Describe it for me.
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?