

Skill Name: Planning & Organization

Skill Description: Organize tasks; set priorities, develop plans.

Skill Notes: extent to which work is planned and organized to do a good job; appreciation for value of planning; effective anticipation of problems.

1. 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?
2. Tell me about the last time you had many demands for your work and very little time to meet those demands.
3. Describe how you generally prepared for the busy/peak times on your last/current job.
4. Describe one of your best work projects. What was it? How did you go about organizing it? How did it turn out?
5. Give me the best example of how you plan effectively.