

Skill Name: Self Development

Skill Description: Makes efforts to improve skills and knowledge.

Skill Notes: Takes initiative to improve own effectiveness on the job.

1. Learning quickly on the job is important. Tell me about a time when you had to pick up an important skill quickly.
2. Tell me about what you have done recently to improve your technical expertise.
3. Describe the most recent job-related course or seminar you have taken.
4. Tell me about the last article you read that helped you do your job better.
5. Sometimes we are expected to learn on the run. Tell me about the most frustrating experience you had learning on the job.
6. What do you do to keep abreast of the continuing changes in your field while still maintaining your daily responsibilities and workload?
7. Tell me about a time when management changed your workflow process and you had to learn a new system/approach. What did you do?
8. Tell me about a recent time when you initiated improvements to a current work process.
9. What have you done recently to actively pursue self-learning?
10. How do you go about learning a new task? Give me a recent example.
11. Describe what you have done to improve your business skills in the last 6-12 months. What skills were they?
12. What do you do in your current position to keep yourself challenged? Give specific examples.
13. What have you done to independently accelerate your development? Give specific examples.
14. Tell me about an important goal you recently set for yourself. What have you done to reach it?
15. Give me examples of when workloads and/or procedures were changed as a result of your efforts.

16. What tricks or techniques have you learned to make your job easier or yourself more effective? How did you learn them?
17. Describe how you would attempt to learn a new skill, relative to this particular job, if you weren't given much direction and/or assistance.