

Skill Name: Supervision

Skill Description: Directs people and tasks toward desired outcomes; influences others.

Skill Notes: Ability to define goals and communicate them; maintains productive relationships with subordinates; leads by example.

1. Tell me about the most recent disagreement you helped resolve among co-workers.
2. Describe the most recent time you displayed leadership on the job.
3. Have you ever had to supervise former peers? If so, describe the situation. How did you approach your role as supervisor?
4. Tell me about the last time you were called on to get someone else motivated. What did you do?
5. Describe the last time you felt it was necessary to talk to an employee about improving his/her performance.
6. Looking back at your most recent supervisory position, give three words you believe your staff/employees would use to describe you as a supervisor. Take one of those three words and explain how that characteristic made you successful in that supervisory position. Use examples to demonstrate.
7. Let's talk about supervising people. Thinking back on your recent work history, pick your finest hour; that is, describe the situation that you feel best demonstrates your people management skills.