

CALIPER

Interview Guide

Your Candidate
ABC Company

Caliper Interview Guide

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This interview guide is based upon the results of the Caliper Profile. The questions listed below are organized to correspond with the other components of the candidate's Caliper evaluation and report. The interview Questions and Specific Traits to Clarify are intended to provide you with a frame of reference for exploring and evaluating potential issues and work related behaviors which are relevant to the job-matching process.

In evaluating your candidate's responses, it will be important to listen for evidence regarding the degree to which the candidate is suited to the role you are seeking to fill. For each question asked, listen carefully to how the candidate expresses himself in relation to the Specific Traits to Clarify. These qualities and the candidate's responses may be potential red flags in terms of hiring, managing and developing this individual.

Interpersonal

Tell me about a time when someone persuaded you to substantially change your position on something important to you. What did they do or say that persuaded you to change your perspective?

Specific Traits to Clarify:

Inconsistent Empathy

Unaccommodating

Sense of Urgency

Impulsiveness

Openness

Flexibility

Additional Notes:

What makes a manager easy for you to work with? What makes a manager or supervisor difficult to work with? When do you find it difficult to accept supervision? What could the supervisor do to gain your full support and cooperation?

Specific Traits to Clarify:

Unaccommodating

Flexibility

Inconsistent Empathy

Additional Notes:

Problem Solving/Decision Making

Give me an example of some of the alternatives that you reviewed as possible ways to address a key issue in your previous position. What strategies did you employ to identify and weigh the different alternatives?

Specific Traits to Clarify:

Thoroughness/Orientation to details

Impulsiveness

Openness

Flexibility

Additional Notes:

Personal Organization/Time Management

Describe a key goal you accomplished. What steps did you take to help you get there?

Specific Traits to Clarify:

Thoroughness/Orientation to details

Self Structure/Discipline

Impatience

Additional Notes:

What criteria do you use to set your priorities if you have to juggle multiple projects? Give me an example when your strategies didn't work effectively. In hindsight, what could you have done differently?

Specific Traits to Clarify:

Thoroughness/Orientation to details

Self Structure/Discipline

Additional Notes:

Tell me about a project you managed that had a tight deadline. How did you manage the workload to be sure that you completed the deliverables on time? What were some of the barriers that you had to overcome to ensure that the project was thorough, accurate and met all the requirements?

Specific Traits to Clarify:

Thoroughness/Orientation to details

Impulsiveness

Self Structure/Discipline

Additional Notes:

Persuasiveness

Describe a situation where you needed to give a presentation to several different types of audiences. What did you do?

Specific Traits to Clarify:

Inconsistent Empathy

Unaccommodating

Openness

Flexibility

Additional Notes:

Describe a time when you achieved a goal without a consensus for support at the outset. What were the obstacles and how did you deal with them?

Specific Traits to Clarify:

Inconsistent Empathy

Flexibility

Unaccommodating

Additional Notes:

Describe the type of relationship you have with existing clients. How does it compare to your relationship with new clients? Give me some examples of the different strategies and tactics you employ in working with each of these groups?

Specific Traits to Clarify:

Unaccommodating

Inconsistent Empathy

Thoroughness/Orientation to details

Self Structure/Discipline

Impatience

Over Cautiousness

Additional Notes:
