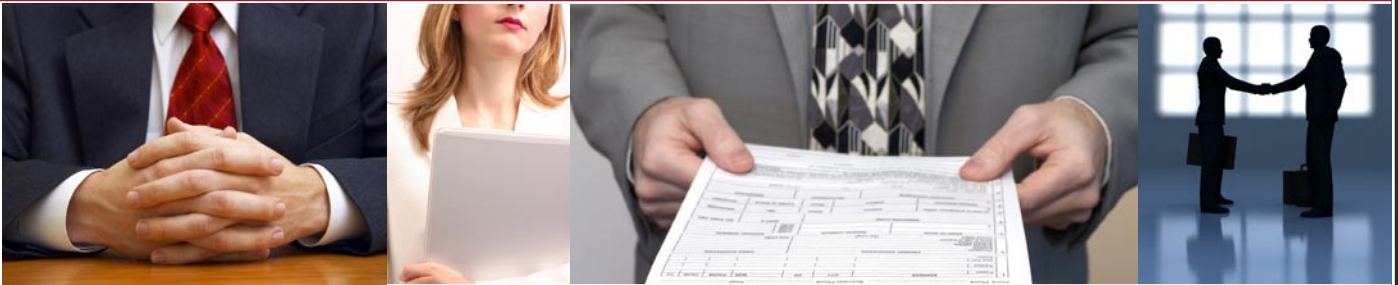


*KNOWING POINT*

TEAMING :: LEARNING :: PERFORMING

# POWERFUL INTERVIEWING GUIDE



— CREATED EXPRESSLY FOR —

Knowing Point, LLC

*I.M. Sample*

Knowing Point, LLC :: 205 Corey Place, Huntington Manor, NY 11746  
V 888.402.0088 :: V 631.547.0002 :: F 631.547.9305 :: info@knowingpoint.com  
[www.knowingpoint.com](http://www.knowingpoint.com)

The enclosed contents, or parts thereof, may not be reproduced in any form or by any means, including electronic storage and retrieval, for any purpose without written permission from Knowing Point.

# Powerful Interviewing Skills Table of Contents

## Section I

Overview .....	3
Position Profile Overview.....	4
Position Profile .....	5
Application for Employment .....	7
Employment Law for Questioning Applicants .....	9

## Section II

Powerful Interviewing Process .....	11
Interviewing Do's and Don'ts .....	16
Things to Remember When Preparing Interview Questions .....	17

## Section III

<b>Competency-Based Interview Questions .....</b>	<b>18</b>
1. Customer Focus .....	18
2. Quality Focus .....	20
3. Teamwork .....	21
4. Tenacious About Growth .....	22
5. Leadership.....	23
6. Technical / Functional Expertise .....	24
7. Self-Direction / Self-Development .....	25
8. Resilience .....	26
9. Interpersonal Influence / Relationship Selling.....	27
10. Flexibility / Adaptability.....	28
11. Communication.....	29
12. Analytical Skills.....	30
13. Problem Solving / Negotiating for Solutions.....	31
14. Decision Making.....	32
<b>Additional Competencies .....</b>	<b>33</b>
15. Organizing Ability .....	33
16. Assertiveness and Enthusiasm .....	33
17. Influence Skills .....	33
18. Interpersonal Skills .....	33
19. Clerical Skills.....	34
20. Supervisory Ability.....	34
21. Creative Ability.....	34
22. Manual Skills .....	34

23. Mathematical Ability .....	34
24. Organizational Ability .....	35
25. Responsibility and Emotional Maturity .....	35
26. Applied Technical Knowledge .....	35

## **Section IV**

<b>Additional Selection Criteria .....</b>	<b>36</b>
Attitude .....	36
Motivation.....	36
Initiative .....	36
Stability .....	36
Planning .....	37
Insight .....	37
Leadership Skills.....	37
<b>Additional Questions .....</b>	<b>38</b>

## **Section V**

<b>Powerful Interviewing Skills CD Contents .....</b>	<b>39</b>
Position Description.....	39
Employment Application.....	41
Powerful Interview Guide.....	43