

Aspects Styles Interview Guide

Based on the Aspects Styles competency scores, the interview guide offers corresponding interview questions to support a follow-up recruitment interview to assess the individual's suitability in further depth. A set of suggested interview questions is provided and it is recommended that at least one from each area is used. These have been designed to enable you to explore the fit between the candidate and the role, in the light of the competency based sifting tool they have already completed. When you have completed your interview, you can record your ratings and any comments on the final summary page.

Teamwork

Comfortable working with others, open in their dealings with colleagues. Contributes to team cohesion and calls on others for help when needed.

1 Tell me about a time when you have helped to re-build relationships in a team you were part of.

- What was your role in getting people to work together again effectively?
- What were the major challenges that you had to overcome?

Notes

2 It's not always easy to get along with everybody at work or in other similar situations. Tell me about a time when you have had to work with a colleague, co-employee or similar, whom you have not especially liked.

- What made it hard to get along with this person?
- How did you go about overcoming the difficulties between you?

Notes

3 We all have to ask for help at work or in other relevant situations from time to time. Tell me about a time when you have been reluctant to ask for help from a friend or colleague.

- At what point did you know that you needed to ask for help?
- Talk me through how you went about asking for the help.

Notes

Influencing and Selling

Influences effectively and enjoys situations involving selling. Strong in negotiations with others, assertive in their approach and wins others over to their perspective.

1 Give me an example of a time when you have had to work especially hard to persuade and influence a person or group who were resistant to changing their ideas or views.

- What made this person or group particularly resistant to changing their ideas or views?
- How did you adapt your approach as you went along?

Notes

2 Tell me about a time when you have had to lead a group who have been reluctant or unwilling to be led.

- How did you go about overcoming their resistance?
- What steps did you take to ensure they followed your direction?

Notes

3 Tell me about a time when you have negotiated over a price or outcome.

- How did you feel about having to push your position?
- How did you know how far to push your position?

Notes

Interpersonal Skills

Socially skilled and confident, knows how to behave in social situations and comfortable meeting new people.

1 Tell me about a time when you have had to approach someone important and very senior at work, or in another relevant situation, for the first time.

- Talk me through how you established rapport with this person.
- How did you feel about meeting them, knowing that they were so senior?

Notes

2 Tell me about a time when you have been in a formal situation with lots of other people you didn't know.

- What did you do to 'break the ice' with others?
- Talk me through how you went about making sure others felt comfortable with you.

Notes

3 Give me an example which demonstrates your typical interpersonal style in a work, or other relevant situation.

- What might be some of the downsides of the way that you generally interact with others?
- Talk me through how you have adapted or changed your style over time.

Notes

Planning and Organising

Plans and organises their work and projects effectively; structuring and scheduling tasks appropriately. Takes a methodical approach to their work.

1 Tell me about a time when you have been involved in the planning and organising of an event or occasion.

- Specifically what did you do to make sure the event or occasion was delivered effectively?
- What aspects of the planning and organising did you enjoy and which did you find more challenging?

Notes

2 Give me an example of a time when you have had to turn something around under very tight deadlines.

- How did you prioritise the work to ensure that deadlines were met?
- What other steps did you take to make sure you met the deadline?

Notes

3 We all have to work on long-term projects and deliverables. Give me an example where you have put steps in place to monitor and check the progress of a task against plans.

- Talk me through how you monitored progress against these steps.
- What contingency plans did you put in place around this task?

Notes

Decisiveness

Works at a fast pace, taking decisions quickly when required. Comfortable taking risks in their work and avoids procrastination.

1 Tell me about a time when you have had to work quickly on a task or project.

- What did you do to cope with the fast pace that was required?
- In general, to what extent do you enjoy working in a fast paced environment or setting?

Notes

2 Tell me about a time when you have had to make a decision when you have been short on time.

- How did you feel about having to make your mind up so quickly?
- Talk me through how you usually go about making a decision.

Notes

3 Tell me about a time when you have had to take a risk that impacted you and others at work or in another relevant situation.

- Why was there a risk in the first place?
- To what extent did you consider the consequences of getting it wrong?

Notes

Drive and Motivation

Motivated by challenging, quantifiable targets. Ambitious and focused on delivering clearly defined objectives, drawing satisfaction from achieving their goals.

1 Give me an example of a particularly difficult goal or target you have set for yourself.

- What did you do to ensure that you reached this goal or target?
- What other goals and targets have you set for yourself?

Notes

2 Tell me about a time when you have had to strive to get ahead in your working life.

- Why was it important for you to get ahead in your working life?
- What steps did you take to make this happen?

Notes

3 Give me an example of a time when you have had to deliver a task you have not enjoyed or wanted to be involved with.

- How did you keep yourself motivated until the task was done?
- What did you do to ensure you maintained your standards whilst delivering the task?

Notes

Interview summary

Competency	Rating
Teamwork	
Notes	
Influencing and Selling	
Notes	
Interpersonal Skills	
Notes	
Planning and Organising	
Notes	
Decisiveness	
Notes	
Drive and Motivation	
Notes	
Overall summary	
Notes	