

Suitability

The questions on the left are key suitability questions that are suggested for each suitability factor. These are listed in descending order with traits having the greatest impact listed first.

The answer options on the right are to be scored by the interviewer, based on asking the interview question, and applying the criteria stated on the section marked 'Look For...'

At the end of the interview, enter these scores into the Harrison Assessments system to calculate the interview score and overall score.

After you have entered these scores, if you then print this report, it will show your scores for informational purposes.

Clerical

In what ways have you demonstrated your enjoyment of clerical work?

Look For...

Andrew's enjoyment of tasks such as typing or filing or organizing information and a history of activity that demonstrates it. The more Andrew has of this trait, the more likely he/she will perform well.

- Ideal
- Excellent
- Good
- Average
- Mediocre
- A Little Lacking
- Somewhat Lacking
- Lacking
- Very Lacking
- Extremely Lacking
- Unacceptable

Numerical

In what ways have you demonstrated your enjoyment of working with numbers?

Look For...

Andrew's enjoyment of working with numbers and a history of activity that demonstrates it. The more Andrew has of this trait, the more likely he/she will perform well.

- Ideal
- Excellent
- Good
- Average
- Mediocre
- A Little Lacking
- Somewhat Lacking
- Lacking
- Very Lacking
- Extremely Lacking
- Unacceptable

Suitability

Precise

Tell me some examples of you being exact or detail oriented in your work.

Look For...

Andrew's enjoyment of precision tasks, the quality of his/her examples, and the relevance of the examples to the position. The more Andrew has of this trait, the more likely he/she will perform well.

- Ideal
- Excellent
- Good
- Average
- Mediocre
- A Little Lacking
- Somewhat Lacking
- Lacking
- Very Lacking
- Extremely Lacking
- Unacceptable

Organized

Tell me some examples of you effectively organizing your work.

Look For...

Andrew's enjoyment of organizing, the quality of his/her examples, and the relevance of the examples to the position. The more Andrew has of this trait, the more likely he/she will perform well.

- Ideal
- Excellent
- Good
- Average
- Mediocre
- A Little Lacking
- Somewhat Lacking
- Lacking
- Very Lacking
- Extremely Lacking
- Unacceptable

Takes Initiative

Give me an example of a time when you perceived a need in your organization and took steps to fulfill that need without being asked to do so.

Look For...

Andrew's degree of initiative and appropriateness of initiative. The more Andrew has of this trait, the more likely he/she will perform well.

- Ideal
- Excellent
- Good
- Average
- Mediocre
- A Little Lacking
- Somewhat Lacking
- Lacking
- Very Lacking
- Extremely Lacking
- Unacceptable

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Tolerance Of Structure

Give me some examples of you accepting and following rules, schedules and procedures created by someone else.

Look For...

Andrew's acceptance of the structures and the relevance of his/her examples to the position. (Andrew's general ability to exactly answer the questions also reflects a tolerance of structure. If Andrew is generally unable to comply with the exact questions asked, the tolerance of structure is probably low.) As long as Andrew has at least very moderate amounts of this trait, there will be no negative impact on his/her performance.

- Ideal
- Excellent
- Good
- Average
- Mediocre
- A Little Lacking
- Somewhat Lacking
- Lacking
- Very Lacking
- Extremely Lacking
- Unacceptable

Systematic

Tell me a recent example of a project in which you systematically thought through all the relevant steps necessary to accomplish an objective. (explore the thought process)

Look For...

Andrew's enjoyment of being systematic, the quality of his/her examples, and his/her ability to systematically proceed toward the objective. Only if Andrew is very lacking in this trait, it will have a negative impact on performance.

- Ideal
- Excellent
- Good
- Average
- Mediocre
- A Little Lacking
- Somewhat Lacking
- Lacking
- Very Lacking
- Extremely Lacking
- Unacceptable

Fast But Imprecise

Tell me an example of a task or project you completed that needed to be done at a rapid pace. How did you manage the details and quality of that work?

Look For...

The tendency to be productive, however, paying insufficient attention to detail. If Andrew can't think of an example of working at a rapid pace, he/she is probably not fast but imprecise. If Andrew can think of an example of a task or project that required a fast pace, but can not sufficiently explain how the details were accomplished, he/she may be fast but imprecise. Even a very moderate amount of this trait will have a negative impact on his/her performance.

- Extremely strong negative
- Very strong negative
- Strong negative
- Fairly strong negative
- Somewhat strong negative
- Moderately negative
- Some negative
- Slight negative
- Very slight negative
- Extremely slight negative
- Not negative

Overall Notes/Score