



Erasmus+

AGENZIA
NAZIONALE
INDIRE



Marco Cillepi

20 Questions for your interview



**LEARNING
GARAGE**



Questions' Categories based on:

- Learning and self-development;
- Collaboration;
- Initiative;
- Time and/or task management;
- Analytical problem solving;
- Client value and/or service excellence;
- Communicating and influencing;
- Motivation.



1. Learning and Self-Development

- Tell me about a time when you had to learn something new very quickly.



LEARNING GARAGE

- Tell me about a time when your curiosity helped you to resolve problem



LEARNING GARAGE

- Tell me about a time when you took on the challenge of a new or unfamiliar task or responsibility.



LEARNING GARAGE

- Describe a situation that demonstrates your ability to apply newly learned concepts to a new situation you faced.



**LEARNING
GARAGE**

2. Collaboration

- Describe a period of time when you made an extra effort to build strong relationship with others inside or outside the organization.



LEARNING GARAGE

- Describe a time when you gave up something important to you, to help someone else.



LEARNING GARAGE

- Describe a specific action you have taken to promote a cooperative team environment, even when others around you were negative or uncooperative.



LEARNING GARAGE

- Tell about a time you had to read intentions on a group in order to successfully reach a goal.



**LEARNING
GARAGE**

3. Initiative

- Tell me about a time when you were the first person to act on the situation.



LEARNING GARAGE

- Tell me about a situation when you took initiative to do something



LEARNING GARAGE

- Tell me about a time when you proposed a new solution.



LEARNING GARAGE

- Tell me about a time when you had to change your approach rapidly due to new circumstances.



**LEARNING
GARAGE**

4. Time and Task Management

- Think back to the most complex task or project you've had to develop a plan for.



LEARNING GARAGE

- Please describe the most satisfying project that you performed.



LEARNING GARAGE

- Please describe a situation that demonstrates your ability to effectively plan work by breaking it into process steps and then communicating that plan to those involved.



LEARNING GARAGE

- Please describe a situation when you prepared a plan for action but due to unexpected circumstances you had to change your approach.



**LEARNING
GARAGE**

5. Analytical Problem Solving

- Tell me about a situation when you had to make a decision based on limited information?



LEARNING GARAGE

- Give me an example of a time when you had too much data and not enough time to review it.



LEARNING GARAGE

- Give me an example of a time when you had analysed a challenging topic or issue and needed to come up with your summary analysis.



LEARNING GARAGE

- Give me an example of a situation when you solved a problem, that other people couldn't.



**LEARNING
GARAGE**

6. Client Value and Service Excellence

- Describe a time when you exceeded the Client's expectations.



LEARNING GARAGE

- Please give me an example of a particularly good quality service, one that you were really proud of.



LEARNING GARAGE

- Please give me an example of a situation where you felt the client/customer was asking too much.



LEARNING GARAGE

- Describe a situation that required you to work with a difficult client to provide a very high-quality service.



**LEARNING
GARAGE**

7. Communicating and Influencing

- Tell me about a time when you had to have a conversation with a co-worker or customer with whom you had a language barrier.



LEARNING GARAGE

- Describe a time when you and your co-worker encountered something that was difficult or uncomfortable to talk about.



LEARNING GARAGE

- Describe a talk or presentation that you gave recently.



LEARNING GARAGE

- Tell me about the time you had difficulties with answering ad-hoc questions.



**LEARNING
GARAGE**

8. Motivation

- Where did you find our job offer?
Why did you decide to apply?



LEARNING GARAGE

- Describe us what kind of duties you like/unlike at your previous position?



LEARNING GARAGE

- What kind of factors are you taking into consideration when you are looking for a job?



LEARNING GARAGE

- What makes you happy at work?



LEARNING GARAGE

- Would you describe yourself as a person who wants to work more with people or more with documents?

Thank you for your
attention!

Any questions?



**LEARNING
GARAGE**