

# GENERAL QUESTIONNAIRE

**PRIVATE & CONFIDENTIAL**

21/05/2004

**Mr. Joe Bloggs**

Report Unique ID: 35005

## **CHARACTERISTICS**

Direct, assertive, stubborn, dependable, reserved, serious, persistent, unemotional, specialist, independent, practical, competitive, self-conscious and deliberate.

## **GENERAL REVIEW**

Mr. Bloggs is likely to be hard working and determined to achieve a result. He is dependable, thorough and has the ability to organise and plan his work. He is a self-starter, but not necessarily a quick starter, preferring to gather his information before taking action. He is likely to be direct in his approach, but equally will always try to be fair in his dealings with people. He is an amiable person, who tends to build his relationships slowly on trust. As such he may be seen as reserved and serious when first meeting others. He has the ability to make decisions but dislikes being pressurised in decision making which is outside his area of expertise. Mr. Bloggs may come over as uncaring at times because of his occasionally blunt manner, but underneath he is likely to be quite kind and sincere. He has the ability to tie up the loose ends and see a job through to conclusion. He enjoys a structured working environment and prefers his work parameters to be clearly defined. He can work alone or on the periphery of a small team.

Mr. Bloggs is likely to be better suited to an environment that offers security of situation and one that is free of impulsive decision making and unrealistic deadlines. He should be given the opportunity to achieve a result independently and preferably within his own area of expertise.

## **INTERVIEW HINTS**

During the initial stages of the interview allow Mr. Bloggs to feel comfortable. He should relax when talking about his pet subject or within his own area of expertise. He may however, become uncomfortable on general topics. If therefore, communication and people skills are important to the role, this is your opportunity to assess how he reacts and is likely to cope with people on a day to day basis.



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As the meeting progresses you should begin to put pressure on him, challenging him hard. This will test his power of recovery and how he is likely to react to pressure situations.

## INTERVIEW QUESTIONS

We recommend that you follow your usual interview technique with regard to CV, education, experience, knowledge and other special needs. The following questions have been selected to assess Mr. Bloggs's potential shortfalls in relation to the selected type of role. The full battery of questions should be used.

Discussion objective "D"

Is Mr. Bloggs prepared to consider the views of others in order to maximise success?

- What do you consider is the most effective element or ingredient of your success in achieving goals.
- Have you ever considered how people see you as a person.
- If no, why not. If yes, tell me how you think you appear to work colleagues.
- How do you find out what people really feel about you.
- Do you think you satisfy other people's needs.
- How do you think I feel about you.
- Can you explain why you think that.

Notes:

Discussion objective "i"

Can Mr. Bloggs communicate his views and how does he relate to people who have different characteristics to himself?

- Are you able to communicate your ideas to people.
- Do you think people usually listen to what you have to say.
- Are your ideas often opposed.
- Do you prefer working alone or with other people.
- Describe the type of person you prefer to work with.
- Describe the type of person you have difficulty relating to.

Notes:

Discussion objective "S"

Will Mr. Bloggs have the ability to cope with the activity rate of this position?

- Do you think a relaxed and contented person achieves results.
- Why do you think that.
- What are the disadvantages of an impatient, active and mobile person.
- Which category best describes you, relaxed and contented or active and impatient.



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- Which do you think best describes me.
- Which category do you think is most important for this position.
- Why do you think that.

Notes:

Discussion objective "C"

Has Mr. Bloggs the ability to deal with individuals that he may not like or relate to?

- Tell me what sort of tasks cause you to lose enthusiasm for work.
- Describe the type of people who frustrate you.
- Do you ever show annoyance or rebellion to such people.
- Can you explain to me in detail the sort of thing that does annoy you in people.
- If you had to work with such a person, how do you think you would cope.

Notes:

### **User Guidance**

It should be noted that these questions are specifically designed for first interview stage only, i.e. Initial screening. Further useful information for initial interviews can be obtained from a "Strengths and Limitations" report.

If this candidate is to be considered further, the PPA Profile report will provide additional detail. It includes information about likely behaviour under pressure, frustrations, how Mr. Bloggs is best motivated and the ideal style for his supervisor.



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