

# Siriüs

## Interviewer's Guide

Role: Engineer

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Joe Bloggs | 27 January 2014 | [CONFIDENTIAL](#)

## Introduction

The Sīriūs Interview Guide gives recommended interview questions, based on Mr Joe Bloggs's likely strengths and weaknesses; no training in ability tests or personality questionnaires is necessary to use this guide.

For each competency, there are two standard interview questions; each of these is followed by more explorative questions that vary according to the respondent's 16PF® personality questionnaire and ability test result. These questions focus on areas where the respondent may need to compensate for a potential gap between their personality profile and the requirements of the competency.

### Use of this guide

All information in this report is confidential and should be treated responsibly (for example: it should be shared only with people who need to know the results and should be stored securely).

It is important to consider that:

- The personality results are based on Mr Bloggs's description of his own personality and behavior, not how other people see him. The accuracy of the results is therefore dependent on Mr Bloggs's openness in answering the questionnaire and upon his level of self-awareness.
- The results are compared against those of a large group of people who have completed the questionnaire and test.

The results of the questionnaire, and hence the questions in this interview guide, are generally valid for 12–18 months after completion, or fewer if individuals undergo major changes in their work or life circumstances.

# Analytical Problem-Solving

**Description:** This competency is concerned with applying an analytical approach to solving problems and reaching logical conclusions. This means gathering information from a variety of sources and quickly gaining an understanding of it. It requires working effectively with complicated, conflicting or ambiguous information, and looking beyond the surface of issues to identify their underlying patterns and causes.



**QUESTION 1:** Can you tell me how you approached solving a complex problem?

- What do you believe were the causes of the problem?
- How much data did you need to gather in order to solve the problem?
- Did you think things through first or take some practical action?
- What was the context of the problem? What other things were related to this problem?

**QUESTION 2:** Tell me about a time when you needed to quickly understand a situation.

- How did you evaluate what information would be critical to enable you to understand the situation?
- Was it more important to understand facts and figures, or feelings and opinions?
- How do you feel about having to understand a situation under time-pressure?
- Did you need to see an overview of the situation to understand it?

# Technological Orientation

**Description:** Those demonstrating Technological Orientation show comfort and aptitude using technology in order to reach goals more efficiently and to a higher standard of quality. It means showing an openness to advancements in technology and being quick to understand them. People who are strong in this area will use technology appropriately, and will help others to appreciate and understand the benefits of using technology.



**QUESTION 1:** Give an example of when you have used technology effectively to deliver a project.

- If you did this again, would you change anything?

**QUESTION 2:** Describe a time when you have had to learn to use new technology.

- How long were you aware of this new technology before you learned to use it?

# Planning and Organizing

**Description:** This competency requires people to establish and prioritize tasks and objectives in order to manage time and resources appropriately. Effective planners will set deadlines based on the time required for each task, and on how each part of their plan affects the others. They will also have backup plans in case the situation changes.

Poor Fit <b>1</b>	Marginal Fit <b>2</b>	Acceptable Fit <b>3</b>	Good Fit <b>4</b>	Excellent Fit <b>5</b>
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Marginal Fit	
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**QUESTION 1:** Give me an example of when you have had to organize a major piece of work, project or event.

- How did you prioritize your work?
- How did you establish guidelines and processes for this work?

**QUESTION 2:** Describe a time when you planned a project that involved other people. How did you allocate tasks to them?

- What did you do to communicate the plan to them?
- Did you encourage people to follow set procedures or do things their own way?

# Innovation

**Description:** Innovation is about turning creative ideas into original solutions. This competency is concerned with producing new or different approaches to current situations and enabling this creativity in others. An innovative approach involves both generating ideas and seeing them through to implementation.



**QUESTION 1:** Can you tell me about a time when you made a significant improvement to the ways things were done in your team, department or organization?

- Did the improvements build on existing methods or introduce new approaches?
- What criteria did you use to judge new ideas?
- What impact did this improvement have on the bigger picture?
- How did you evaluate the need for urgency versus caution in getting this done?
- How did you decide what changes would and wouldn't be acceptable with regard to existing procedures or guidelines?
- How did you set goals and make plans?

**QUESTION 2:** Tell me about a time when you transformed an idea into a significant improvement for your organization, department or team.

- Where did this idea originate?
- How did you evaluate the impact the improvement would have?
- What strategic issues did you consider?
- How did you decide on the timing of implementation?
- How did you align the new and the established ways of working?
- How did you monitor quality?

# Continuous Learning

**Description:** This competency is concerned with continually seeking new knowledge and skills, as well as developing existing capabilities. It involves taking advantage of all opportunities for professional development, seeking feedback on both style and performance, learning from others and gaining valuable lessons from successes and mistakes.



**QUESTION 1:** How have you ensured that your knowledge and skills are sufficiently up to date?

- How did you evaluate whether your knowledge and skills required updating?
- How do you ensure that you are open to learning new things as well as perfecting what you already know?
- Tell me about how you planned this development.
- How do you know if you have a development need?
- What risks and challenges have you encountered when learning new skills?

**QUESTION 2:** Tell me about a time when you have sought feedback from others. How did you do it and how did you use the information to improve the way you work?

- What changes in your approach resulted from this?
- Which aspects of this were planned in advance?
- What prompted you to seek feedback?
- How did you evaluate the impact this would have on your team or department?
- Tell me how criticism affects you.

# Initiative

**Description:** People showing Initiative are constantly looking for things to do. They are self-confident and proactive and will generate activity for themselves rather than waiting for instruction. They are also prepared to take risks if they feel there is potential benefit in doing so.



**QUESTION 1:** Tell me about an important project you were responsible for.

- How did you motivate yourself?
- How did you overcome your own limitations in order to do this?
- What tactics did you use to ensure you coped with any ups and downs?
- What was your reaction to any pressure or criticism from others?
- What was important here – to develop better approaches or sticking to a routine?
- Tell me how you addressed your own needs as well as those of others.

**QUESTION 2:** Please give an example of when you had to take the initiative to get something done. What prompted you to do this?

- What pace was appropriate to adopt?
- How did you know you were taking the right course of action?
- Did you experience any challenges or disappointments? In what way did this affect your work?
- How did you manage the risks in this situation?
- Were you focused on maintaining predictability or creating something new?
- How did you get things done your way?

# Reliability

**Description:** People demonstrating Reliability are conscientious and focused on working for the good of their team and organization. They willingly follow processes and procedures, rarely miss work or appointments and always warn others in advance if it seems they might fail to meet their commitments.



**QUESTION 1:** Give an example of a time when you were unable to fulfill a promise you had made to a work colleague or client.

- What more could you have done to fulfill your commitments?
- How did you demonstrate persistence, planning and organization in this situation?
- How did you take control of this situation?

**QUESTION 2:** Describe a time when you had to do some work that didn't stimulate you.

- Did you persevere or find a way around it?
- What new or different approaches did you use to get through this?
- How did you assert yourself and get what you wanted in this situation?



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OPP Ltd.  
Elsfield Hall, 15-17 Elsfield Way  
Oxford OX2 8EP  
United Kingdom

Tel: +44 (0)845 603 9958  
Email: [enquiry@opp.com](mailto:enquiry@opp.com)

Fax: +44 (0)1865 511222  
Web: [www.opp.com](http://www.opp.com)



people insights

IPAT Inc.  
PO Box 1188  
Champaign, IL 61824-1188  
USA

Tel: +1 217 352 4739  
Tel: +1 800 225 4728  
Email: [custserv@ipat.com](mailto:custserv@ipat.com)

Fax: +1 217 352 9674  
Web: [www.ipat.com](http://www.ipat.com)

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