

## KICK STARTING YOUR JOB SEARCH: IDENTIFYING SKILLS AND ACCOMPLISHMENTS WORKSHOP

### Questions to Elicit Accomplishments

These questions are designed to get you thinking about your accomplishments and skills.

After answering each question, think about and/or record the skills that are suggested by your responses. You can then adapt your statements to focus on the skill you wish to validate. You can also use these questions to generate ideas and examples of what to talk about when answering behavioural based questions in an interview.

1. Provide a specific example of something you did that you are very proud of from your paid or unpaid work, extracurricular activities or schoolwork. What was it that you did to achieve this? What skills could this indicate?
2. Provide a specific example of a time when you used your verbal communication skills to influence or improve a situation with a coworker, group member, or customer. What was it that you did to achieve this? What skills could this indicate?
3. Provide a specific example of a time when you displayed character and integrity (or honesty, maturity, respect). Describe specifically how you handled the situation. What skills could this indicate?
4. Provide a specific example of a time when you made an interesting suggestion or initiated a project either at school or in an organization. How did you make it happen? What skills could this indicate?
5. Provide a specific example of a time when you (directly or indirectly) helped an organization make/save money OR save time/increase efficiency. What was it that you did to achieve this? What skills could this indicate?
6. How were goals and productivity measured on a job you've held? Tell about a specific time when you met or exceeded these standards. How did you accomplish this? What skills could this indicate?
7. Provide a specific example of a time when were complimented by someone (a supervisor, coworker, customer, professor, fellow student). What exactly did you do to impress them? What skills could this indicate?
8. Provide a specific example of a time when you made a successful presentation. What did you do to ensure great results? What skills could this indicate?
9. Provide a specific example of a time when you had to make a tough decision under pressure. How did you make it? What skills could this indicate?
10. Provide a specific example of a time when you did something above or beyond the call of duty in school, work or extracurricular activities. How did you go about it? What skills could this indicate?
11. Provide an example of an enjoyable activity that causes you to lose track of time in your paid/unpaid work or leisure activities. Tell us specifically what you enjoyed about it. What skills could this indicate?
12. Provide a specific example of a time when you faced a challenge or crisis in one of your past positions. How did you handle it? What skills could this indicate?
13. Provide an example that others (e.g. your closest friend) might point to as evidence of your success. How did you achieve it? What skills could this indicate?
14. Provide a specific example of a time when someone said to you, "You are amazing" "You make it look so easy!" or "How do you do that?" What skills could this indicate?
15. Provide a specific example of a time when you did something better than your co-workers or group project members. What was it that you did to distinguish yourself? What skills could this indicate?
16. Provide a specific example of a time when you worked on a special project. Did you volunteer or were you selected? What did you do to ensure success? What skills could this indicate?

Questions adapted from, Job Search Magic:  
Insider Secrets From America's Career and Life Coach, Susan Britton Whitcomb