

COMPASS™ Interview Question Worksheet



Co-Worker Relations/Teamwork

Working effectively and cooperatively with co-workers (e.g., peers, management); showing appreciation and respect for co-workers' values, ideas, and perspectives; demonstrating a willingness to participate as a "team" member in order to improve the overall effectiveness of one's work group and to achieve group goals.

Questions	Key Indicators	Notes and Comments
☐ Describe your relationship with co-workers on past jobs (<i>or fellow students in school</i>). Give examples.	☐ Provides examples of cooperative working relationships and good communication. ☐ Participates as a "team" member to achieve group goals.	WORKING COOPERATIVELY
☐ How have you shown others at work (<i>or in school</i>) that you respect and appreciate their ideas, opinions, and help?	☐ Listens to constructive criticism without being overly defensive. ☐ Does not act in a condescending manner. ☐ Compliments people when appropriate. ☐ Actively solicits people's ideas.	SHOWING RESPECT
☐ Give me an example of a situation in which you had a problem with one or more people at work (<i>or in school</i>). What was the problem and how did you deal with it?	☐ Readily accepts responsibility in addressing conflict situations. ☐ Understands that cooperative working relationships require good communication.	DEALING WITH CONFLICT
☐ How have you normally dealt with people at work (<i>or in school</i>) you do not particularly like, especially individuals you cannot avoid? Provide a couple examples.	☐ Tries to treat people cordially and politely under all circumstances. ☐ Understands importance of smooth working relationships.	BEING POLITE
☐ What have you done on past jobs to build smooth working relationships with others?	☐ Understands importance of "carrying one's own weight." ☐ Assists others when needed. ☐ Does not blame others for problems.	BUILDING RELATIONSHIPS
☐ Describe a time when you misinterpreted what someone at work said or did. What happened as a result of this misinterpretation?	☐ Corrects misperceptions by confronting appropriate individuals and gathering additional information.	CORRECTING MISPERCEPTIONS
☐ Describe a situation in which you successfully dealt with a supervisor or manager who consistently gave you unclear instructions.	☐ Clarifies job assignments by asking for specifics concerning procedures, timelines, and expected outcomes.	GETTING CLARIFICATION