

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