

EMPLOYABILITY AND RECIPROCITY

Organizations are using SEQ as an employability skill in the hiring process, from entry level to CEO. Below is a sampling of questions an employer may ask when making a hiring decision. From the other side of the desk, how would your clients answer these questions about themselves? Consider a role-play exercise with your clients to increase awareness of *reciprocity as a must-have employability skill*.

Describe the candidate's integrity

- Have you ever known the candidate to slant or withhold information? If so, what were the circumstances?
- Does the candidate give credit to others when appropriate?
- Does the candidate stand firm in his or her opinions, or does the candidate sway with the winds of politics? Give an example.

Describe how the candidate communicates information and expectations

- How persuasive is the candidate in getting his or her ideas accepted?
- Does the candidate command the respect and attention of employees at all levels?
- Does the candidate tailor his or her message to the needs of the audience? Provide examples.
- Is the candidate intellectually curious without offending others?

Describe how the candidate reasons and analyzes issues

- How well and how quickly can the candidate assemble and integrate a diversity of information?
- How does the candidate demonstrate sound judgment? Give an example.
- When confronted with an ambiguous or complex situation, does the candidate procrastinate? Or does the candidate make decisions too quickly? Give an illustration.
- Is the candidate more of a tactical or a strategic thinker?
- Does the candidate have a vision for the company, and has the candidate demonstrated that he or she can create followership toward that vision?
- How well does the candidate anticipate trends and use the information for long-term career or business objectives? Provide examples.

Describe how the candidate leads his or her immediate work team

- Has the candidate demonstrated the ability to assemble a good team? Explain.
- Is the candidate annoyed/threatened by people who are experienced, smarter or better technically?
- How well does the candidate work with people who have different styles and skills?
- Does the candidate always surround him- or herself with strong people who will be candid and tell it like it is, instead of what he or she wants to hear?
- How does the candidate inspire others to accomplish things independently of him or her? Provide examples.
- Does the candidate delegate authority and responsibility, or just tasks?