

# PIC PERSONAL INTERVIEW COACH



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**pdtraining**  
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## The Right "Style" For The Job

By the time you arrive for an interview, your potential employer is probably familiar with most of your qualifications – such as your educational background, professional training and work experience. This information is usually in your job application or resumé.

So why interview? One important reason is that the interviewer wants to know if your personal style will be a good fit for the position and for the company. Your style can affect the way you approach tasks as well as the way in which you approach others, both of which are important parts of nearly every job. Experience shows that people with certain personal styles tend to perform better, have greater satisfaction and stay longer in preferred work environments. Therefore, understanding your personal style and knowing how to present yourself will give you an edge in the interviewing process.

Understanding your personal style to prepare for interviews is not an attempt to appear to be somebody that you are not. Rather, knowing yourself better will allow you to present your strengths with confidence and relate them directly to the position you are seeking. You will also be better prepared to ask the right questions to discover the personal style a manager is looking for – and explain why you are the best fit for the job!

Remember – We should never allow ourselves to be limited by the preconceived notions of others.

## What Comes Next

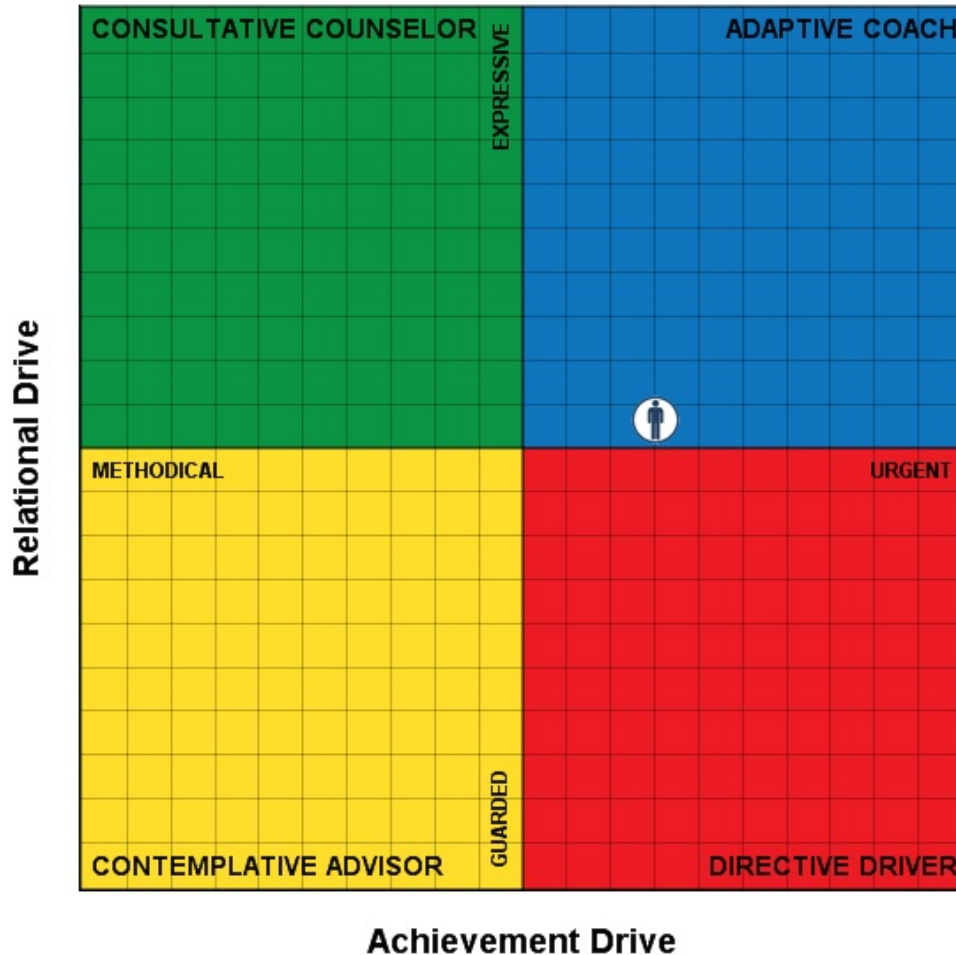
The personal interview coach is based on the LDP assessment; a scientifically validated personality profile used by corporations and government agencies for selection, coaching, team building and leadership development.

The LDP measures ten dimensions of traits and personality. This report describes the four most dominant dimensions of your personal style as determined by your responses to the LDP Assessment. The report includes:

- Overview of four of your dominant personality styles.
- Insight into how dominant styles may impact your approach to work and relationships.
- Elements of the work environment that may be most satisfactory for an individual with specific work styles.
- Factors to consider when interviewing for a position based on your styles.
- Practice questions that may cause you to stretch a little in light of your styles.
- The last page is a useful list of interview tips.

## Your Personal Style – Adaptive Coach

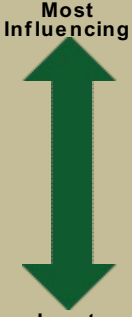
A widely accepted method of determining personal style is based on two factors; the manner in which a person completes tasks and assignments (Achieving Dimension) and the manner in which they relate to people (Relating Dimensions). The approach one takes to complete tasks and assignments can range from very careful to quite urgent. The approach one takes when relating to others can range from very guarded to very open. The Personal Interview Coach measures both approaches to determine your personal style as graphically depicted below:



**Adaptive Coach** - You tend to take an urgent approach when completing tasks and assignments and an open approach to your relationships with others. As an Adaptive Coach, you tend to enjoy building social networks with a very talkative style of communicating. You tend to go with your instinct when making decisions and prefer to resolve conflict by working together to find a win-win solution.

## Personal Summary

The Personal Interview Coach also measures ten dimensions of personality, expressed as twenty distinct strengths. The following chart depicts these twenty strengths ranked by the level of influence each has on your approach to work and relationships:

	Achieving Dimensions	Relating Dimensions
<p>Most Influencing</p>  <p>Least Influencing</p>	Confident	Driven
	Perceptive	Inclusive
	Ambitious	Skeptical
	Courageous	Objective
	Consistent	Stoic
	Change Agent	Approachable
	Careful	Nurturing
	Contented	Trusting
	Detail-minded	Independent
	Reflective	Supportive

The four strengths that most significantly impact your personal style are highlighted below. Your strengths may influence the type of work environment that you may find most favorable and should be considered as you prepare to interview. These items are summarized below and discussed in detail on the following four pages.

### Your Strengths:

- Confident
- Driven
- Inclusive
- Perceptive

### Favorable Work Environment:

- Open environment with opportunities to express ideas.
- Opportunities for incentives and recognition.
- Teamwork and collaboration are valued and a meaningful part of the job.
- Challenging that encourages big picture thinking.

### Interview Tips:

- Take time to listen and try not to dominate the conversation.
- Discuss what you can do for the company, not just what the company can do for you.
- Although you're a team player, indicate that you can work independently if needed.
- Ask plenty of questions, don't assume you know all the details.

# Confident

## Expressing Yourself/Influence

Assertiveness describes the way a person expresses ideas and influences others. When it comes to Assertiveness, people tend to be reflective, confident or somewhere in the middle. Almost all employers want workers who communicate well with customers, coworkers and managers. For some jobs, especially those where employees deal directly with the public, the ability to express thoughts and ideas with confidence is very important. Confident people tend to be comfortable conveying their opinions and even providing direction to others. People who are more reflective tend to be cautious when it comes to sharing their views. Most people are somewhere in the middle; cautious at times, yet able to express themselves successfully when they feel it is important.

### About You:

You are confident and self-assured when expressing your opinions and leading others. Some people probably say you have a “strong personality” and that you are secure in your beliefs and not afraid to challenge anyone who disagrees with you. You tend to be a decisive decision maker and quick to take action once a plan has been decided. Coworkers often rely on your opinions and you tend to be drawn into leadership roles.

You are most likely an outgoing person who is not easily intimidated and you perform well in stressful situations. Public speaking does not make you as uncomfortable as it does most people. You enjoy meeting new people and occasionally go out of your way to meet strangers.

### Favorable Work Environment:

Confident individuals may find the greatest satisfaction in a workplace where they are free to openly express opinions and where there are opportunities to serve in leadership positions.

### The Interview:

People who tend to be more confident should express themselves openly in the interview while being careful not to dominate the conversation or overpower the person interviewing you. Keep an eye out for signs that the person conducting the interview is frustrated or uncomfortable.

- If you are applying for a job where opportunities to express yourself or lead others are limited, be prepared to assure the interviewer that you can control your assertiveness, and that you have patience and the ability to share your views without being too aggressive or alienating coworkers. Also, try to provide answers that show you can be humble and accept direction from others.

### Practice Questions:

- Can you recall a time when you were confident in something (such as a task or assignment), and ended up changing your mind once you began? Why were you so confident in the first place, and what changed your mind?
- Have you ever been told by a manager to do something you did not believe was the best course of action? How did you handle the situation and what was the eventual outcome?

# Driven

## Status Motivation/Recognition

Status Motivation describes a person's desire to be recognized for their efforts and accomplishments. When awards and recognition are at stake, people tend to be competitive, supportive or somewhere in between. Being recognized for our efforts is often a great feeling. Many employers use rewards such as cash, watches or plaques as a method to motivate employees to perform at their highest potential. People who are driven tend to be very motivated by the status received through public recognition. Supportive individuals are typically more willing to share recognition with coworkers. Most people are somewhere in the middle; both competitive and supportive from time to time depending on the situation.

## About You:

You enjoy the thrill of victory and are driven to succeed in just about everything you do. Your drive to win makes you a natural in competitive situations where individuals are rewarded for their success and recognized for hard work and contributions. You enjoy receiving the praise that comes when achieving difficult goals and are motivated when others appreciate your efforts. Public recognition and meaningful awards are strong incentives for you to achieve high levels of performance.

You also enjoy the challenge of competition when it gives you an opportunity to impress and surpass others. At times, coworkers may be viewed as rivals rather than teammates. When involved in group projects, your tenacity can provide a rallying cry for others to follow; however your drive for success can occasionally alienate coworkers and some may feel you try to take advantage of them for personal gain.

## Favorable Work Environment:

Driven individuals may find greatest satisfaction in a workplace with specific goals that include a system of rewards and recognition for success and the ability to earn incentives based on individual performance.

## The Interview:

People who tend to be more driven should use the interview to show their competitive nature and desire to achieve goals and earn incentives. However, make sure you also learn the extent to which the job and working environment are cooperative or competitive.

- If you are applying for a job which offers little opportunity to achieve individual success, where praise and appreciation is awarded at the team level, be prepared to assure the interviewer you can place the needs of the team above your own. Also, let the interviewer know you can be satisfied with a compensation and reward system based on the team's performance and you are willing to share the credit with others.

## Practice Questions:

- Can you recall a time when you helped a co-worker with a meaningful assignment and then allowed the co-worker to receive all of the credit? What happened and what did you learn from that experience?
- Describe a time you made a personal sacrifice for the good of the organization. Why did you do that and what did it cost you personally in terms of time, money or prestige?

# Inclusive

## Affiliation/Team Work

Affiliation describes the desire to collaborate with others in work and common activities. People tend to be independent, inclusive or somewhere in between. Many jobs require employees to work closely with coworkers, customers, vendors and other stakeholders. Other jobs may have employees working alone, with little opportunity for interaction or teamwork. People who are inclusive are more likely to enjoy opportunities to collaborate as part of a team. Independent people prefer to get things done and work on their own. Most people are somewhere in the middle; preferring to work independently at times and socially at times, depending on the job and the situation.

## About You:

You are a team player and would rather work as part of a group than by yourself. More often than not, you are more concerned about contributing to your team than you are about pursuing your own interests. You may have little desire to strike out on your own and tend to be most comfortable approaching problems and difficult assignments as part of a team.

Co-workers typically like you and say you are easy to get along with. You generally have a good attitude and upbeat team spirit. You typically accept others and often go out of your way to make sure they feel welcomed and included. You can be the glue that keeps a team working together in the face of challenging obstacles. Extracurricular work activities, such as birthday gatherings and group lunches, are things you might enjoy.

## Favorable Work Environment:

Inclusive individuals may find the greatest job satisfaction in a workplace that provides plenty of opportunities to socialize with co-workers in and outside of work.

## The Interview:

People who tend to be more inclusive should use the interview to demonstrate that while they are a great team player, they have the ability to go it alone when needed.

- If you are applying for a position that requires you to work by yourself without the benefit of a team, be prepared to show that your social nature will not keep you from being able to work on your own. Also, make sure you let the interviewer know you can make decisions without the support of others.

## Practice Questions:

- Can you recall a time when you were required to make an important decision quickly without being able to consult with others? What was the decision and was it difficult to make the right choice without the help of others? What was the outcome of your decision?
- Describe a time when you had to overcome your personal concern for someone and deliver unfavorable news (such as having to correct their performance). How did you handle it, and what was the other person's reaction?

# Perceptive

## Perception

Perception describes how much a person relies on feelings and experience as opposed to facts and analysis in making decisions. When making decisions, people tend to be perceptive, analytical or somewhere in the middle. We all make decisions on a daily basis. The best way to make a good decision can change depending on the situation. People who are more perceptive are more willing to “go with their gut” in making decisions. People who are more analytical usually follow a very logical and methodical process when making decisions. Most people are somewhere in the middle; using feelings and experience to make some decisions, while using careful thought and logic to make other decisions.

## About You:

You often refer to your experience and intuition to help guide you through the decision making process. You are typically comfortable going with your gut instinct and your intuition makes you a fairly good judge of character, providing you a good sense of other people’s motives. While coworkers may get lost in the details, you typically see the big picture. Obvious conclusions tend to come quickly to you while coworkers may spend more time studying the options.

You think quickly on your feet and are comfortable figuring things out as you go. Coworkers may look to you when a problem is difficult to understand and there are no clear cut methods or rules to solve it. Relying on intuition and experience when making decisions may make some coworkers uncomfortable, but they know they can depend on you to provide an important gut-check when the answer isn’t clear.

## Favorable Work Environment:

Perceptive individuals may find the greatest job satisfaction in a position where they utilize knowledge and experience to provide a big-picture viewpoint when it comes to making decisions and details are left to others.

## The Interview:

People who tend to be more perceptive should use the interview to ask plenty of questions and learn more about the company and job you are seeking. Don’t allow your gut feelings to fool you into thinking you already know everything you need to know about this job. Avoid jumping to conclusions too early in the process.

- If you are applying for a job in a workplace where detailed analysis is important and documented details must be provided for most decisions, be prepared to answer questions about your decision making process (relying on feelings as opposed to analysis). Also, make sure you let the interviewer know you can focus on details and make good decisions once all of the available information has been reviewed.

## Practice Questions:

- Can you recall a poor decision you made recently as a result of not considering all available information? Why happened and what did you learn from that experience?
- Describe a time when you sensed someone was trying to mislead you or pull the wool over your eyes. What brought you to that conclusion and what did you do?



# Interview Tips

## **Be on time.**

Nothing else matters if you don't get to the interview on time. Managers know that you will most likely be late for the job if you are late for the interview.

## **Dress for the job you want.**

The world is becoming increasingly casual, so dress nice and you will stand out. Clean and neat does not cost extra but it sure will make a positive impression. One standard rule of thumb is to dress for the job you want, not the job you have.

## **Understand your Personal Style.**

Knowing your personal style can be as important as knowing your other qualifications for a job – maybe even more so by the time you reach the interview. With all else being equal, the manager will most likely select the applicant that is perceived as the best “fit”. You need to know what that fit looks like relative to your style.

## **Understand the Work Style.**

You should clearly understand the work style preferred for the position you are seeking. Only then will you be able to link your personal style to the job for a good fit. You will also be in a better position to overcome potential hesitations on the part of the interviewer based on perceptions of style rather than proven experience.

## **Research the Job.**

Learn as much as you can about the position you are interviewing for, including the education, skills and experience that are required to be successful. You may not have the exact experience they are looking for, so be prepared to share related experiences and skills you developed elsewhere (such as with school projects, hobbies and volunteer activities – be creative).

## **Research the Employer.**

Learn as much as you can about the company you are potentially going to work for and develop a reason you want to work there. Managers appreciate applicants who take the time to learn about a company and can explain why they want to work there (something more than “I need a job”). Internet-based search engines allow research to be done easily.

## **Prepare a Professional Resumé.**

Provide a resumé if you have not done so already. Bring a couple extra copies in case the manager did not bring a copy or they want to introduce you to others in the process. You may need to refer to the resumé yourself during the interview. Many questions will arise from information on your resumé, so be very familiar with what you have written. Be precise and accurate.

## **Ask plenty of questions.**

Remember an interview is a two-way street, not only is the interviewer trying to get a feel for your personal style, you should be getting a feel for the job. Managers expect questions, and the right questions can show that you have done your homework. Ask about the job and about the company. Ask questions that will open conversation around your strengths.

## **Be conscious of the Interviewer's Personal Style.**

Lean forward if they seem intense, relax if they lean back. Be observant. You might even ask about their pictures or office decorations, but go straight back to the interview if they are not receptive to small talk.

## Contact Information

For more information regarding the Leading Dimensions Profile (LDP) or other products and services available to help you develop and coach high performers, please contact your LDC Affiliate:



## Important Note

**This report does not represent a comprehensive measure of psychological traits, nor does it claim to represent a prediction of behavior. No part of this report is intended to convey a psychological, medical, or psychiatric evaluation. This report is intended to provide personal insight that is useful in coaching, teambuilding, and other aspects of professional development. No employment decision should be made based, in whole or in part, on the results contained herein.**