



MODULE 7

Interview preparation part 02

#3

Facts and Figures

Sometimes it is difficult remembering achievement, look at the refresher questions below, prior to your interview sessions; write notes that will remind you of a story under as many of them as you can. Remember, most people are impressed by facts and figures versus general statements. Numbers draw more attention and are more believable, so quantify your accomplishment statements whenever possible.





Write down **THE Facts and Figures**

in terms of the requirements of the job for which you are interviewing

1. Describe a situation in which you solved a problem or took charge of a critical situation.

2. Give an example of something you created or built.

3. Describe an instance in which you developed an idea or discovered a need and met it.



Write down **THE Facts and Figures**

in terms of the requirements of the job for which you are interviewing

4.Explain how you showed leadership during a challenging situation.

5.What action did you take or what contribution did you make regarding a company decision or change?

6.List ways you have saved time or money.



Write down **THE Facts and Figures**

in terms of the requirements of the job for which you are interviewing

7. What have you done to help others reach their goals?

8. What awards or commendations have you received? Why?

9. Have you been involved in a team effort that produced a specific result?



Write down **THE Facts and Figures**

in terms of the requirements of the job for which you are interviewing

10. What were the achievements that resulted in your being promoted from one job to another?

11. What work-related training courses/programs have you attended?

12. In what way have you influenced the direction, efficiency or productivity of your immediate work group?



Write down **THE Facts and Figures**

in terms of the requirements of the job for which you are interviewing

13. For what contribution are you personally recognized, and why is this an advantage to the company?

14. Describe a change initiative that you implemented.

15. Describe a coalition or project team that you built.