**Integrator Profile**

Preliminary Statements:

• Thank you for your time.

• We have a list of questions we have prepared and will ask every applicant the same questions.

• We will go through each question, then give you the opportunity to ask a few questions.

• If you are ready to get started, let’s begin.

1) How did you decide to pursue this certification and how did you think it would help in your career? This question will help you understand the applicant's personal goals.  Did the certification make sense in terms of a career goal? Was the process well thought out? Pay attention to clues that will help you understand how engaged the applicant(s) are in their own career development.

2) Could you walk me through your current job functions and tell me about your favorite aspects of your job? If the employee is organized, then they will be able to tell you about the job succinctly, starting with the big picture or purpose of the job, how it fits into the organization, and the major functions, rather than a step-by-step reiteration of the job description.  Having them focus on their favorite aspects will tell you how they prefer to work. If those are key aspects of the job they are applying for, that will tell you whether their preferences are a good match for your requirements.

3) Tell me about the first job you ever had. What did you learn from this position?

First jobs are rarely glamorous, but can demonstrate a good work ethic, commitment, and humility, particularly if the job was entry level. Useful work experience can be obtained at any level. Pay attention not to what the job itself was, but instead to how they worked within the job and, hopefully, how they made the best of it.

4) Why is consistency important and what steps have you taken to apply a policy or process consistently?

Consistency will result in fairness, yet 100% consistency is next to impossible to achieve.  Look for a pertinent example that sounds like a reasonable resolution.

5) Give me an example of a previous job that demanded a high level of efficiency. How did you handle the job requirements?

This question will tell you about how productive and efficient the person is and whether they will thrive in a job that requires working at a fast pace.

6) Could you give me an example of a time when you were responsible for completing a small portion of bigger project? What was your role and how did you coordinate efforts?

This question will reveal a basic understanding of the applicant's organizational skills.  Look for actions to understand the big picture -- for example:  seeking out information, attending meetings, asking for more responsibility.

7) Have past jobs held you to a high standard for punctuality? How have you made certain to adhere to that standard?

Look for an honest answer about this.  Be alert to any references to protected information such as child care or family obligations.

 8) Could you tell me about a situation in which you found you were unable to adapt to a change easily? What did you do?

There are always situations in which people find themselves forced to adapt to new situations, and oftentimes it is difficult to acclimate to the changes around us. However, what is important is to see how the interviewee rises above such challenges. This question will hopefully give the interviewer both a chance to see the character of the interviewee as well as some of the things that they may not be particularly confident in (for example, some people may find it difficult when their company switches over to a different computer system, etc).

 9) What is your work style? Do you work better by yourself, or with others? Why?

Some people are able to collaborate with others but may prefer to work on their own. This question will hopefully allow the interviewer and the interviewee to have an honest discussion about the interviewee's work preferences. Some people prefer to work with other people, and some may find it preferable to work alone. What's important is to learn how the interviewee works best so that, if hired, they can be more effective.

10) What example can you provide that demonstrates your commitment to a goal or ideal?

Look for a candid response demonstrating a big picture approach to achieving goals through determination and commitment. The best answer would not be boastful but would detail the many challenges that often impact a project.

11) What would your co-workers say about your dependability? Give an example of how you have demonstrated dependability.

Asking for a co-worker's opinion gets the applicant to self-assess. Look for actual examples of how they fulfilled a task or project and demonstrated dependability.

12) Have you ever had a boss or a co-worker that you looked up to because of their ability to be empathetic? Why did you admire them?

Employees should, ideally, look up to their employers and co-workers as a source of inspiration, especially for empathy. Whatever role model the interviewee may have will likely give invaluable insight into their values.

Points to Wrap Up:

• What questions do you have for me?

• Next steps…

• Thank you for your time. We appreciate it very much.