

Virtual Interview / FAQs

- **Why you should contract with me.**
  - I am who I say I am and I can do what I say I can do. I am honest and loaded with integrity.
  - I am humble, well-spoken, and mild-mannered - careful to be politically correct. If I cannot do something, I will tell you and research the topic to gain fresh ideas, broaden my horizons, and to enhance my skill set.
  - I love to learn, I love opportunities, I love a challenge.
  - I am both a leader and a follower. I know where and when to draw the line.
  - I welcome diversity in the workplace and view it as a cultural experience by employing critical thinking and ethical reasoning skills, seek processes, and I look for patterns.
  
- **Give an example of when you worked as a team member.**
  - I have acted as a volunteer coordinator and facilitator and trainer responsible not only for recruitment but also for retention of group and team members.
  - I have worked in team settings for over 10 years. As a virtual employee, I feel that the ability to work in teams (virtual or resident) is an important contribution to any organization.
  - I work in teams academically to achieve intellectual and educational goals.
  - I am often nominated into leadership roles in team settings because I have the ability to organize the goals and tasks required of a project and then to delegate those tasks based upon abilities or interests. I am good at motivating others through inspiration; following up, maintaining communications, and thus assuring quality contributions and end product.
  
- **Tell me about a time you used your spoken communication skills to get a point across.**
  - Communication skills are vital key components used for both professional presentations and for working in virtual teams. As a facilitator and workshop leader, we use verbal communication skills and also visual aids to train and develop the latent potential of busy professional management personnel in time and self management.
  - One of the goals of a life coach is to help individuals in their personal and business lives gain balance through developing insight and awareness revealing latent talent and potentials that can thus be used to facilitate a most rewarding and fulfilling life regardless of individual paths and beliefs.
  
- **What would you do if you detected a peer falsifying expense reports?**
  - I maintain a sense of balance, integrity, and honesty in everything that I do. In dealing with deception of any kind, I first inquire into the situation to gain a better understanding and perspective to make sure I have not jumped to a false conclusion.

- After gaining an understanding and identifying the deception, I positively address concerns in such a way that the individual may identify the issue personally and adjust their behavior accordingly.
  - If this option is not effective, I would be straight forward and ask them to reconsider their decisions and behavior and to personally expose their behavior accordingly and then encourage the individual to remain honest in all facets of their life.
  - If this option is also ineffective, I would follow written guidelines found in the company policy and procedures manual distributed to all employees and management personnel.
  - Finally depending on the extent of the offense, since I have knowledge I would expose or otherwise report the issue.
  - If everything fails, begin looking for a new job.
- **If you could create an ideal job, what responsibilities and working atmosphere would you like to have?**
    - I have worked independent of supervision for at least 10 years as a virtual employee thus I have proven performance record of quality and productivity. The ideal position would include working or leading in a team environment with mutual goals and commitment for an organization that encourages, practices, and expects learning, honesty, and integrity at all levels.
    - The organization has clearly defined goals, mission, and a purpose and communicates and demonstrates these ideals through management and leadership in all departments and personnel.
    - Mutual accountability and responsibility is a must.
  - **What has been the most difficult decision you've had to make in the last three years? Describe the steps to finalizing your decision.**
    - I worked in a research and development position that I loved very. Through experience and witness I learned that my employer was not always honest with his employees, business ventures, negotiations, and investors. The organization lacked transparency in all avenues.
    - Using the Genetic Decision Model offered by Harmes and the bounded rational process, I worked through the models identifying personal values. Following the process I identified the problem and possible solutions (and personal values associated at both steps), conducted a risk analysis and ranked the solutions and supporting values in order of likelihood of possible success with an acceptable amount of consequences, ranked my confidence levels in the choices, and selected a solution. I then confirmed this analysis by applying the bounded rational process and I arrived at the same solutions. I used all the solutions until resolution was obtained.
    - Although I was very fond of my job, I was forced to break my ties with this employer as my values were not consistent or aligned with those of the organization. The organization lacked integrity, transparency, as well as a true mission, purpose, as many of the individuals pursued personal goals and agendas that were not in the best interests of the organization resulting in many failed projects and decreased performance and productivity. The company eventually lost its funding from its investors and folded.

- **Describe a past job duty that required accuracy and attention to detail. What was the process and outcome?**
  - I researched, wrote, edited, and submitted the Five - Year Inland Township Community Development Plan. This strategic plan included both long and short term goals.
  - I outlined the requirements of the project as document and required by the Department of Natural Resources (DNR), and began my research gathering information from surrounding communities to compile a needs inventory and analysis, conducting a public survey to create a the inventory, researched the historical significance of the area for potential marketing purposes, established a community census, developed a community involvement and action plan, recruited and trained volunteers, and submitted the plan for approval at all levels. The plan was fully adopted by local and state governments and implemented accordingly.
- **Tell me a time when you felt it might be justifiable to break company procedure? Why?**
  - If the company policies and procedures are illegal, immoral, or unethical.
- **Tell me about your biggest accomplishments**
  - Every day I amaze myself by what I can do and what I can learn. I am highly synergized and innovative, constantly seeking ways to achieve a higher standard. My passion for truth and for learning creates a demanding environment on which I thrive and grow. Growth is a lifestyle and accomplishments are measured by what I am able to do today. I do not rest upon my laurels. Achieving this state of mind is my biggest and most worthy accomplishment.
- **What are your goals? What would you like to be doing in two years? (Listed in order of importance.)**
  - Spiritual relationship
  - Quality of life: personal and professional growth in the areas of physical, spiritual, psychological, and emotional health
  - Financial stability
  - Social
- **What did you like and dislike about your last or current job?**
  - The organization lacked integrity, transparency, and meaningful and honest mission, purpose, and goals.
  - Personnel within the organization pursued personal agendas at the expense of others and projects. Their primary goal followed no regard for the greater whole or the health of the organization or project(s).
  - Project management lacked organization and the ability to track and utilize resources because we failed to develop clear and accurate operational guidelines, team charters, and product or project specifications that we doable and deliverable.
- **Do you work well under pressure? Describe a situation that you feel you handled well.**

- Recruiting, leading, and managing volunteers is very stressful as you attempt to balance the personalities and talents of individuals with the needs of the organization.
- Managing business partnering opportunities for donations requires a good deal of savvy.
- I have a peace and security that surpasses knowledge and understanding, maintain a livable sense of stability, integrity, and honesty in the face of all adversity, focus on issues at hand as I know the long-term plan will take care of itself (if the plan has been properly researched and implemented), adjust well to changes in the environment and culture while welcoming diversity within the workforce and maintain a higher level of critical thinking and ethical reasoning to avoid confusion, etc.

- **What motivates you?**

- I love to learn and I love to research and to work with others in a team setting to accomplish a common goal. I like to contribute to the greater whole and to find meaning and sustenance in my work and contributions to the team as well. Innovation inspires and courage's me - I like reaching outside the known limits and stretching the imagination into creative endeavors.
- In motivating others, I tend to inspire and to challenge them to look deep within themselves identifying latent passions and potentials and to encourage individuals to pursue them and to hone their skills into a fine and perfect diamond.
- Be the answer, be the solution, be the start, remain humble. I like working in the background to create a solid foundation upon which to build a future.

- **What energizes you? Tell me about your personality.**

- I am energized by adventures whether spiritual or physical that lead to opportunities and the actualization of imagination, innovation, and possibilities. I hit the ground running and can create order out of chaos. I am who I say I am; I do what I say I can do. I am honest and loaded with integrity, humble and well-mannered.

- **What are your weaknesses?**

- I work a lot. I strive to make deadlines and I will do what I have to do honor the deadlines. I stay on top of projects and I motivate team members to perform in order for projects to make the committed schedule. I expect others to be who they say they are and to do what they say they can do. I hold others accountable and responsible and this is often misunderstood.
- My high energy tends to exhaust some people while also inspiring others. There is a delicate balance and therefore I spend little time talking to others. I lead by example and am humble; I do not boast about my accomplishments or downplay the contribution or efforts of others. I help team mates meet their deadlines and commitments for we are all working toward the same goal.

- **What long-term accomplishments have led your organizations to an increased bottom-line (reduction of costs or increases sales)? Five accomplishments:**

- I look for ways to streamline processes to reduce the human investment

while creating innovative resolutions that offer long-term solutions to every day problems and issues.

- I often solicit ideas from individuals who actually do the work which helps to gain "buy-in" from staff members. Soliciting ideas and simplifying processes encourages "ownership" among staff members enhancing job satisfaction while reducing employee turnover and the expense of seeking and hiring qualified individuals and training.

- I conduct risk analysis when employing decision making skills to analyze potential cost savings versus investment (both monetarily and in time).

- I create a solid plan to achieve goals, manage projects, and personal plans among staff member. This helps bring products or projects to fruition quickly and helps identify when the potential for a product or project to be profitable has exceeded an acceptable risk so the project can be put to rest without further budget strains.

- I set doable goals through realizing boundaries.

- **How do you handle team conflicts?**

- Inquire into the issue to find out if it is truly a conflict or brainstorming. Ask the individuals involved to explore the root of the disagreement critically - without attacking personally. Exchange communications by engaging in active listening dismissing criticisms and/or judgments.

- Once the nature of the disagreement is determined, involve individuals to help employ problem solving and decision making skills to consider solutions.

- Create an agreement for the most appropriate solutions and implement the solution.

- Possibly adjust the team charter and/or policy and procedures.

- **What I look for when hiring people:**

- Critical thinking and ethical reasoning skills and the ability to adapt to change in the global market.

- Find out what motivates the individual to make sure it is consistent with the company mission, purpose, and goals.

- Identify if the individual embraces change as an opportunity; love of diversity as a corporate culture; and refined decision-making skills ensuring the interest to make decisions and to remain accountable and responsible for them and their work.

- **Am I overqualified?**

- You and your company deserve energized and talented individuals to achieve your potential and to acquire a faster return on your human investment.

- Experience will help you find and enjoy a return on your resource investment.

- **Questions I have for you and/or your organization.**

- How long have you worked for this organization? In this position? Why do you like working here?

- What challenges or rewards do you find in your position?

- Does your company encourage innovation and welcome the refinement of

skills such as leadership?

- What opportunities do you find within your organization that will help the company in the new global economy?
- Do you consider this a "learning organization" that welcomes change as an opportunity for growth and the realization of innovative markets?
- What is the rate of turnover within your organization? Within this department? Within this position?
- How do you handle conflict?
- Is transparency encouraged at all levels of the organization and reflective in the company goals, mission, and purpose? Does your organization have a clearly defined mission, purpose, and goals? Do the departments create mission statements, purpose statements, and goals consistent with the companies? Are individuals encouraged to refine or to develop skills that will help the company succeed consistent with departmental and company missions, purposes, and goals?
- Is there opportunity for growth and advancement?
- What is the average length of service?
- - What form of communication do you find works best in keeping your staff and team members apprised of new and potential developments?
- What is the organizational hierarchy? Is it horizontal?
- Are staff and management personnel empowered in the decision making capacity?
- Do you welcome feedback?
- How often do you offer feedback?