

SKILL-DEVELOPMENT TOOL: Understanding Your Fundamental Traits

You can find a second version of this tool, including space to write your answers, in the *Skill-Development Supplement*.

The first step in marketing your fit is to examine the positive traits you bring to an employer. Because of the unique nature of an interview, it's likely that the traits you exhibit most strongly on a daily basis at work are different from the ones you exhibit most strongly in an interview. Completing this tool will help you to identify these differences and will act as a starting point to marketing your traits more effectively.

1. Complete the questionnaire *by deciding how you think your present or recent colleagues would rate you* on these fundamental traits.

Friendliness	10	9	8	7	6	5	4	3	2	1	Unfriendliness
Confidence	10	9	8	7	6	5	4	3	2	1	Self-Doubt
Politeness	10	9	8	7	6	5	4	3	2	1	Rudeness
Straightforwardness	10	9	8	7	6	5	4	3	2	1	Evasiveness
Dependability	10	9	8	7	6	5	4	3	2	1	Unreliability
Cooperativeness	10	9	8	7	6	5	4	3	2	1	Uncooperativeness
Accuracy	10	9	8	7	6	5	4	3	2	1	Carelessness
Industriousness	10	9	8	7	6	5	4	3	2	1	Laziness
Adaptability	10	9	8	7	6	5	4	3	2	1	Inflexibility
Reasonableness	10	9	8	7	6	5	4	3	2	1	Unreasonableness

2. Complete the questionnaire again *by deciding what you think interviewers would notice about you from the way you present yourself in a job interview*.

Friendliness	10	9	8	7	6	5	4	3	2	1	Unfriendliness
Confidence	10	9	8	7	6	5	4	3	2	1	Self-Doubt
Politeness	10	9	8	7	6	5	4	3	2	1	Rudeness
Straightforwardness	10	9	8	7	6	5	4	3	2	1	Evasiveness
Dependability	10	9	8	7	6	5	4	3	2	1	Unreliability
Cooperativeness	10	9	8	7	6	5	4	3	2	1	Uncooperativeness
Accuracy	10	9	8	7	6	5	4	3	2	1	Carelessness
Industriousness	10	9	8	7	6	5	4	3	2	1	Laziness
Adaptability	10	9	8	7	6	5	4	3	2	1	Inflexibility
Reasonableness	10	9	8	7	6	5	4	3	2	1	Unreasonableness

3. From your responses to #1, list what you think are your five most positive fundamental traits.
4. Compare your responses to #s 1 and 2. Can you see any examples of how an interviewer might gain a different impression of you than your colleagues do?
5. From your responses to #s 1 and 2, are you sure that you've adequately demonstrated your fundamental traits in interviews?

EXCERPT