**Competency Questions - Assessment**

1. If you know a co-worker is going to call in "sick" but she is actually going on vacation, what would you do?
2. I would tell her that everyone needs time off and she should just use her real vacation days.
3. I would tell the co-worker that it negatively affects us when she takes advantage of the system.
4. I would tell my manager about her.

Answer: **B**

1. What would you do if your coworkers were opposed to a recommendation you felt strongly about?
2. I would hold a meeting to explain the reasoning behind my decision, while firmly but gently enforcing it.
3. I would hold a meeting and ask them to explain what they didn't like about the recommendation and come to a compromise.
4. I would tell them that this is my call and they'll just have to deal with it.

Answer: A

1. How would you deal with a difficult colleague?
2. I would try to deal with him/her directly and set some ground rules.
3. I would ask our manager or another neutral party to intercede.
4. Avoid them. It's easier that way.

Answer: A

1. What would you do if you disagreed strongly with the way a supervisor handled a situation?
2. I would speak to him/her in private and explain why I disagreed.
3. I would do my best to understand his/her point of view.
4. I would complain about it to colleagues to see if they agreed.

Answer: A

1. What would you do if a subordinate was consistently coming in late and leaving early?
2. I would pull him aside and give him a warning, clearly explain what would happen if he continues, and enforce it if he does.
3. I would pull him aside and ask him what his situation is. If I have the ability to arrange a flex schedule, I will.
4. Report him to my superior immediately.

Answer: B