

The "active" family!



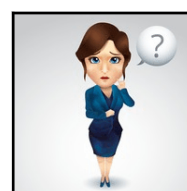
INACTIVE



REACTIVE



PROACTIVE



INACTIVE = doing as little as possible - apathetic - bored - non-contributing - unambitious

REACTIVE = can follow orders - does what is told - does the essential when directed

PROACTIVE = thinks for him/herself - needs telling once only (if at all) - anticipates needs/problems - cares about improving work environment and methods - finds solutions in advance

SOME QUESTIONS:

- Where are YOU on the "ACTIVE" continuum?
- Are you HAPPY with that position?
- If not, what are you going to do about it?
- You are an employer - how "active" would you like to see your employees?

HINT: If you are not **NATURALLY** proactive, you can **PRACTISE** it. You can **TELL** yourself to think and act more in anticipation of future needs. It is a skill that **CAN** be acquired, practised and improved.

INTERVIEW SCENARIO:

Interviewer: **"Would you consider yourself to be a proactive person?"**

Candidate: **"Yes, I am certainly proactive!"** (better would be: "(Well), I like to think I am proactive")

Interviewer: **"Can you give me an example of a situation where you were proactive?"**

Candidate: **"Errrrm, Mmmm, Errrrm"**

Obviously, you want to avoid the above scenario, so **PREPARE**. You may well be asked to give some sort of self-assessment as shown above and in these additional questions:

1. **"How do you see yourself?"**
2. **"How do you think others see you?"**
3. **"What would your current boss/teacher say about you?"**

TELLING THE TRUTH ... is basically honest and **WISE** - employers are good at detecting lies! **BUT**, use appropriate language to modify an extreme position:

NOT	INSTEAD
I am a brilliant teamworker.	I have always enjoyed and worked successfully in teams. I like to think I am a good teamworker (though it is perhaps for others to judge). I like to think (I believe) that others consider me to be a good teamworker.
I hate teamworking!	I believe I can make a good contribution either in a team or working alone.

PREPARATION! Remember, ANY question you answer may lead to a FOLLOW-UP question, so ANTICIPATE!