

# ACCOMPLISHMENTS CHECKLIST

## Skills

- Problem-solving/Reasoning/Creativity
- Did you turn plummeting sales around?
- Did you fix weak financials?
- Did you play a critical role in a new product launch?
- Did you help raise brand awareness
- Did you help penetrate a market?
- Did you help reinvigorate a sales territory?
- Did you save a customer?
- Did you improve a process?
- Have you found a better method to do something?
- Have you successfully handled a crisis or emergency?
- What successes have resulted from your creativity?
- Describe accomplishments that had a strategic impact.

## Communication Skills

- How have you made a difference through your ability to listen?
- What special successes have you had with presentations or sales pitches?
- Can you give examples of how your ability to communicate in writing has distinguished you?
- Can you give examples of how your ability to communicate in speaking has distinguished you?

## Analytical/Research Skills

- How have you demonstrated your ability to assess a situation?
- What accomplishments have resulted from seeking multiple perspectives and gathering more information?
- How have you shown your ability to identify key issues that need to be addressed?

## Computer/Technical Literacy

- What accomplishments have resulted from your expertise in specialized applications such as SAS, SPSS, Oracle or SAP software?
- Most people these days are experienced with computer hardware and software, but how have you gone above and beyond in your mastery of the technology?

## Flexibility/Adaptability/Managing Multiple Priorities

- What accomplishment(s) illustrate(s) your ability to manage multiple assignments and tasks, set priorities?
- How have you shown your ability to adapt to changing conditions and work assignments?

## Interpersonal Abilities

- How have you impacted people in your previous positions?
- What accomplishments would not have been possible without your ability to relate to your coworkers?
- What has your ability to inspire others been critical to achieving results?
- What accomplishments resulted from your ability to mitigate conflict with co-workers?
- In what ways have you boosted employee or co-worker morale?
- Describe how your approachability has paid off for you in successful outcomes.

## Leadership/Management Skills

- How has your management of subordinates yielded results?
- What did your subordinates achieve under your leadership that they might not have under someone else?
- How did your management approach contribute to the organization's bottom line?
- How have you empowered and motivated subordinates? What was the result?
- What is your leadership style? Describe how you've applied it to attain a successful outcome.
- How have you inspired loyalty to the organization?
- Have you demonstrated multicultural sensitivity/awareness?
- Have you had any success as a result of demonstrating sensitivity and awareness to other people and cultures?

## Planning/Organizing

- How have you demonstrated your ability to design, plan, organize and implement projects and tasks within an allotted timeframe?
- What accomplishments have resulted from your goal-setting abilities?

## Teamwork

- How have you excelled through your ability to work with team members in a professional manner while attempting to achieve a common goal?

## Risk-taking

- What successes have resulted when you have taken risks?
- In what ways has stepping outside your comfort zone paid off in positive outcomes?

## Values (Honesty/Integrity/Morality)

- What have you accomplished that exemplifies your personal integrity and ethics?
- In what ways have employers placed their trust in you to positive effect?

## Adaptability/Flexibility

- What results have you attained by being receptive and open to new ideas and concepts?
- What successes have resulted from your willingness to both work independently and as part of a team?
- What achievements have sprung from your ability to carry out multiple tasks or projects?

## Dedication/Hard-working/Work Ethic/Tenacity

- What successes have you achieved because you love what you do and work hard at it?
- What result would not have been attained if you had not been determined to persist at a problem until you solved it and got the job done?

## Dependability/Reliability/Responsibility

- In what situation has your commitment to taking responsibility for your actions made a difference to an employer?
- What are some ways you have demonstrated consistency?

## Loyalty

- What successes can you attribute to loyalty to your employer?
- Have you ever achieved a positive outcome after your loyalty was tested?

## Positive Attitude/Motivation/Energy/Passion

- What achievements do you associate with your drive and passion?
- What outcomes have resulted from demonstrating enthusiasm through words and actions?
- What excites you most about your work or makes you the happiest?

- Do you love what you do? Give an example of how that passion for your work has motivated you to go the extra mile.
- How have you shown that you continually want to improve in your job?
- How have you actually improved your performance?

## Professionalism

- How have you handled situations in such a way that your professionalism made a difference in the outcome?

## Self-confidence

- What have you accomplished as a result of your maturity and self-confidence?

## Self-motivation/Ability to work with little or no supervision

- Describe a situation in which you showed you were a self-starter.
- Recall a time in which you excelled without supervision-perhaps a situation in which supervision would normally have been expected.

## Willingness to learn

- How have you succeeded as a result of your willingness to learn a new skill or technique?

## Experience

- What are you most proud of in each job?
- What role did you play in executing the organization's mission, goals and objectives?
- How have you contributed to customer satisfaction?
- How have you excelled in serving customers? What positive feedback have you earned from customers or clients?
- Describe situation in which your ability to execute projects quickly has resulted in positive outcomes.
- How have you helped your organization to win bids?
- Specifically, how did you attain the successes that have made the greatest contributions to the organizations for which you've worked? What makes you successful?
- In what ways have you contributed to a positive corporate image?
- What successes have you achieved in helping organizations attain brand recognition?
- In what ways have you improved quality – of products, process, people or other aspects of your organization?
- How have you demonstrated innovativeness?

- What innovations have you introduced?
- What have you done to improve sales effectiveness?
- What have you done to help an organization manage rapid growth?
- What have you increased?
- What have you improved?
- Identify something negative that was bypassed or avoided because of your efforts.
- Identify something negative that you helped suppress or prevent.
- What have you maintained in the face of adversity?
- What have been your proudest accomplishments as a member of professional organizations/associations?
- What projects in which you've played a major role have finished within budget or even under budget?
- What accomplishments can you report from your military background?
- How has your organization benefited from your performance?
- How did you/will you leave this employer better off than before you worked there?
- What critical strategy components did you identify to propel the organization to a better position?
- How did you contribute to this employer's profitability, such as through sales increases?
- How have you mentored peers or subordinates?
- How have you helped your employer to make money?
- How did you contribute to the firm's ROI?
- How did you contribute to operational efficiency in each job, such as through cost-reduction percentages?
- How did you help this employer or part of the organization save money, save time or make work easier?
- In what ways have you streamlined or automated processes/operations?
- How did you improve your organization's competitive advantage?
- What did you do to foster relationships inside and outside the organization? What were the results?
- What was your role in bringing in new customers and satisfying the existing customer base?
- What role did you play in business growth?
- What accomplishment best illustrates your ability to lead, facilitate or handle change?
- How have you made your boss's job easier?
- How have you contributed to your boss's goals?
- How have you worked as a catalyst for positive change?

## Subject-Matter Knowledge

- How have you used current information about your industry to increase performance in your role?
- Describe a time you successfully used specific subject-matter knowledge to solve a problem you were solving.

## Recognition

- What special things did you do to impress your boss so that you might be promoted?
- How have you been recognized for your contributions?
- For what qualities and contributions have supervisors complimented you?

## Uniqueness

- How did you do your job better than anyone else?
- What special things did you do to set yourself apart?
- How have your unique abilities made the jobs of others easier?
- How did you go above and beyond what was asked of you in your job description?
- To what extent did you take on additional roles or functions?
- What do you in general better than anyone else?
- How have you removed complexity from your work, made things simpler?
- How have you responded to a changing market in a way that yielded positive results?
- How have you responded to changes inside your own organization in a way that generated successful outcomes?
- How have you helped customers respond to change?
- How have you helped your organization grow?
- Describe a project or accomplishment that truly showcases your unique skill set?
- What is the one work accomplishment you will always be remembered for?
- What have you always been known/recognized for?
- How have you helped your organization or people within it succeed through sharing your knowledge?
- How have you trained co-workers to be more effective or efficient?
- How have you guided or mentored someone in your organization to step into a larger role?

## Tangible Proof

- What have you developed, created or built
- What products have you developed or played a significant role in developing?

- What new technologies have you introduced at your organization and how have they impacted the operation?
- What business strategies have you deployed of which you have tangible evidence?
- What programs or policies have you initiated of which you have tangible evidence? What was the result?

## Awards

- What awards have you won for performance?
- What kinds of awards or recognition has your industry given you?
- What awards have you won for ideas, suggestions or initiatives?
- What certifications or other evidence of training/education have you earned? How do they distinguish you?

## Life Accomplishments

- What are some examples of ways you've refused to quit?
- In what ways have you learned from your mistakes?
- What are some examples of ways you've made a comeback?
- In what ways have you made someone's day?
- In what ways have you made a difference in the lives of others?
- What are you most proud of as you reflect on the past year?
- How did you turn surprises and disappointments into successes?
- What have you done that you consider to be especially interesting or unusual?
- What have you done that was very difficult?
- What accomplishments have come out of a hobby?
- What have been your proudest accomplishments during volunteer work, community-service, civic organizations or work with your religious organization?
- What accomplishment exemplifies your best quality?