



INTERVIEWER'S TOOLKIT

Openness to Learning

Version 5.6

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Openness to Learning

High scores on this scale relate to the applicant's ability and willingness to continuously update and improve job-related skills. These applicants actively participate in activities (workshops, classes, professional associations) aimed at improving their professional and career skills.

Rating criteria (Listen for):

- Actively looks for opportunities to learn.
- Continuously updates job skills on own initiative.
- Engaged in learning based on own initiative (versus persuaded or forced to take the classes).
- Enjoys taking classes and learning new things.
- Interested in new ideas and ways of doing things.
- Values learning and knowledge for its own sake.
- Enjoys researching topics and issues.
- Is curious about things; always wants to learn more.
- Is active in professional associations.

Number	Question
1.	<p>Tell me about what you have done to keep your job knowledge up to date (such as taking courses, workshops, reading). Give specific examples to support your answer.</p> <ul style="list-style-type: none"> • Have you done these things of your own initiative, or have they been assigned by your organization? • Have your efforts in this area gone beyond the minimum requirements for staying up to date? If so, why have you elected to go beyond the minimum requirements? • What other things, if any, would you like to learn more about that are job relevant?
2.	<p>Describe any courses, workshops or the like you have taken of your own initiative in the last two years.</p> <ul style="list-style-type: none"> • Why did you take each of these? • How did you enjoy each of them? • What courses, if any, would you like to take during the next year or so? Why would you like to take each of them?
3.	<p>How would people who know you well evaluate your desire to continually improve your knowledge, whether job-related or otherwise?</p> <ul style="list-style-type: none"> • Cite some specific examples to support your answer. • How would you explain this evaluation of your desire to continually improve your knowledge?

Number	Question
4.	<p>Looking back on your education (high school or college), how do you feel about the coursework you took, overall? For example, did you see your coursework mostly as something that had to be done in order to get the diploma? Or, did you see it mostly as an opportunity to learn new things you didn't know before?</p> <ul style="list-style-type: none"> • Can you explain more about why you feel this way? • Do you feel this way about most formal education? Why or why not?
5.	<p>Tell me about your most significant learning experience in the past year.</p> <ul style="list-style-type: none"> • What did you learn? • Why was it significant? • What principles (lessons) did you derive that can be applied elsewhere?
6.	<p>Please describe what you do to stay abreast of new developments in your field.</p> <ul style="list-style-type: none"> • Of those activities, which do you accomplish while at work and which, if any, do you engage in outside of work? • Which activities are most helpful or valuable to you? • Which activities do you least enjoy? Why?
7.	<p>Tell me about the most useful job-related training course or class you have attended.</p> <ul style="list-style-type: none"> • Why do you feel it was particularly useful? • What did you learn that was particularly useful? • How have you been able to apply what you learned?
8.	<p>Suppose that your Supervisor wants to send you to a training seminar on a subject that does not interest you. How would you react?</p> <ul style="list-style-type: none"> • Why would you react that way? • What kinds of courses do you feel are a waste of time? • Has this ever happened to you? Please explain.
9.	<p>Suppose that your boss told you that money was available for training and education. What type of course would you have interest in attending?</p> <ul style="list-style-type: none"> • Why is that topic interesting to you? • What would you expect to gain from the course? • How could you apply this topic in your job?

Number	Question
10.	<p data-bbox="358 365 1365 436">Do you subscribe to any job-relevant journals, newsletters, or periodicals (e.g., accounting, computer, business)? What are they?</p> <ul data-bbox="407 449 1430 659" style="list-style-type: none"><li data-bbox="407 449 1166 485">• How regularly and thoroughly do you read each of them?<li data-bbox="407 497 1062 533">• What value do you find in reading such material?<li data-bbox="407 546 1430 617">• What steps do you take to incorporate the skills that you have read about into your everyday job tasks?<li data-bbox="407 625 1276 659">• Do you belong to any professional organizations? What are they?