DELEGATION OF AUTHORITY AND RESPONSIBILITY – the ability to delegate responsibility to subordinates in a manner that supports their success and holds them accountable for results. Monitors progress on delegated tasks/responsibilities.

- Tell us about a major project/task/assignment you delegated. What resources did you provide to ensure its success? What was the outcome?

- Tell us about a situation in which someone was reluctant to accept responsibility for a delegated assignment/project/task. How did you respond to that person’s reluctance?

- Have you ever asked someone to fill in for you when you were out of the office and they let you down? Describe the situation and how you handled it.

- Tell us about a situation in which you didn’t want to delegate but you had to?

- Tell us about an assignment that you delegated that didn’t get completed on time? What were your warning signs that it wouldn’t be completed? What was the most important lesson you learned from this situation?

- If you found yourself in a situation where a project deadline was missed because someone didn’t do what he or she was supposed to do, what would you do to deal with the situation? What steps would you take to ensure it didn’t happen again?

- How have you kept track of progress on delegated projects for which you are responsible?