Quantifications Issues

1. IMPOSSIBLE (OR VERY DIFFICULT) TO QUANTIFY

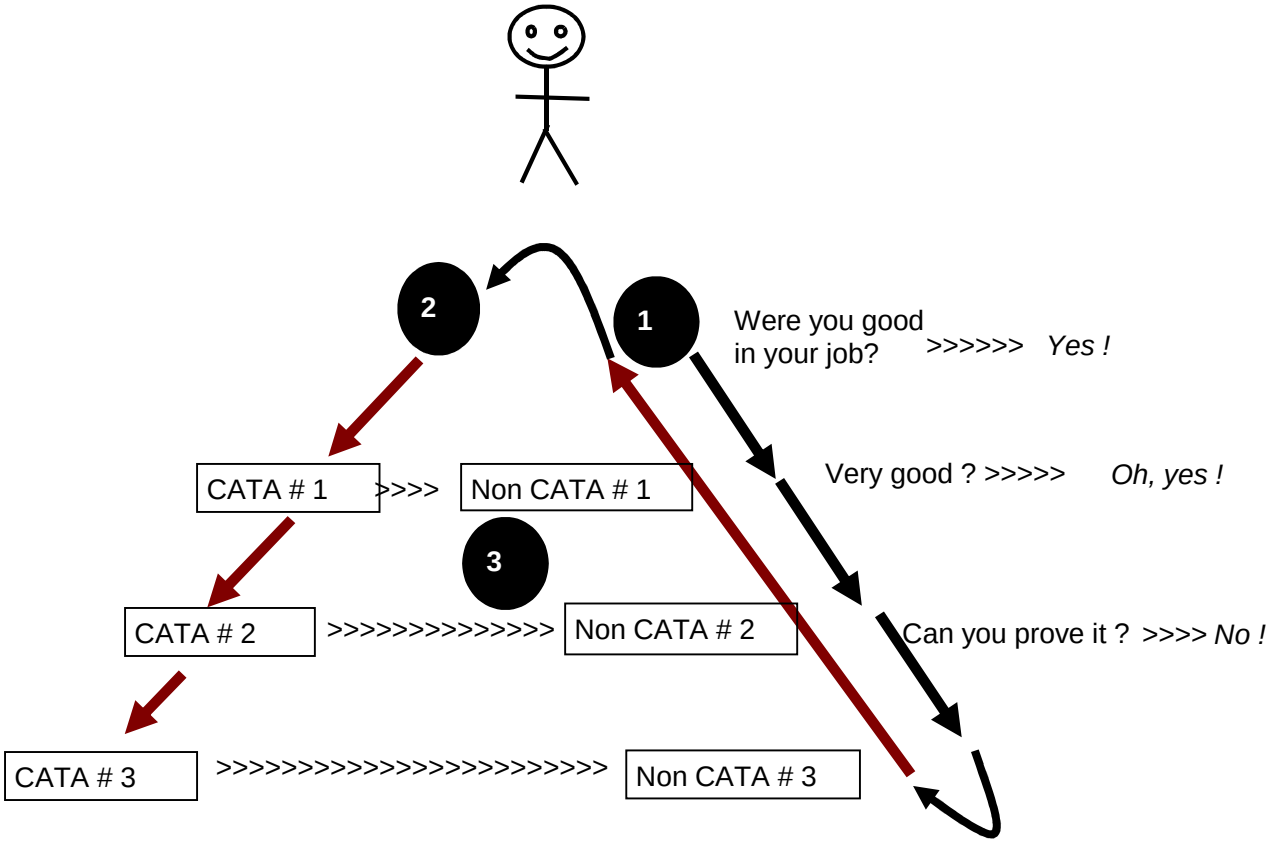
Use the catastrophe approach.

Assume that you had to be replaced in your job for a period of 6 months by someone who happened to be very inefficient and unprofessional.

List the 2 to 3 catastrophes that might occur because of this person.

Quantify the impact of those catastrophes [in terms of cost, money, number of customers lost, mistakes made, number of employees who left the company, number of clients who went to your competition…]

Then, turn each one of those “Catastrophes” into “Non-catastrophes” - or “Successes”.



2. I DO NOT REMEMBER THE DATA (OR IT COULD NOT BE ACCESSED, OR IT IS KEPT SECRET)

Use the "Pendulum" approach.

Ask someone (a friend or relative) to interview you and to suggest a very small figure and ask: "*Is it more than 10?*"

If you say "*Yes*", then he/she should suggest a very high figure and ask: "*Is it more than 1,000,000?"*

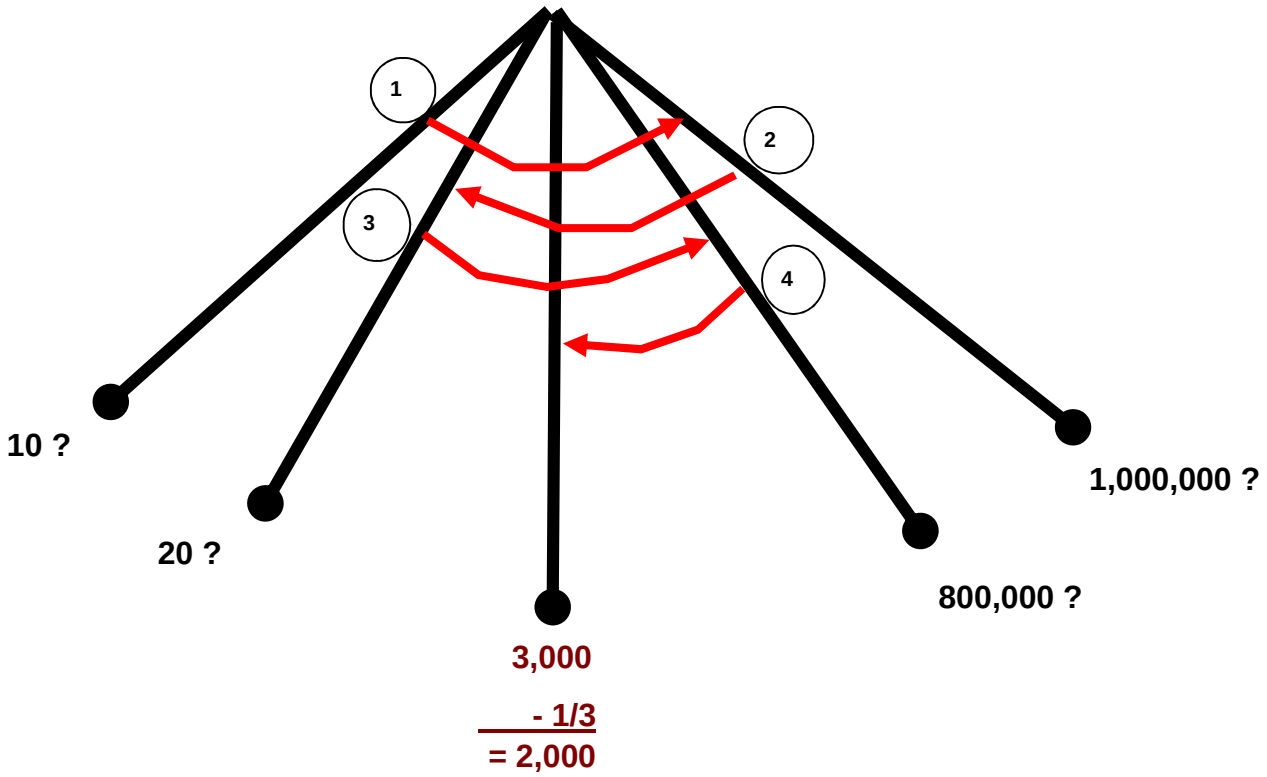
If you say "*No*", he should then call a small figure [bigger than the preceding one though] and ask: "*Is it more than 200?*"

If you say "*Yes*", he then should call a very high figure [smaller than the preceding one] and ask: "*Is it more than 800,000?*"

If you say "*No*" he then goes down…

Once he has found the approximate number, for instance, "*3,000*" reduce by 1/3 [to be sure not to exaggerate and to tell the truth), hence 2,000.

You then could say or write: *"… It was more than 2,000*" or alternatively *"… It was 2,000 +…*".

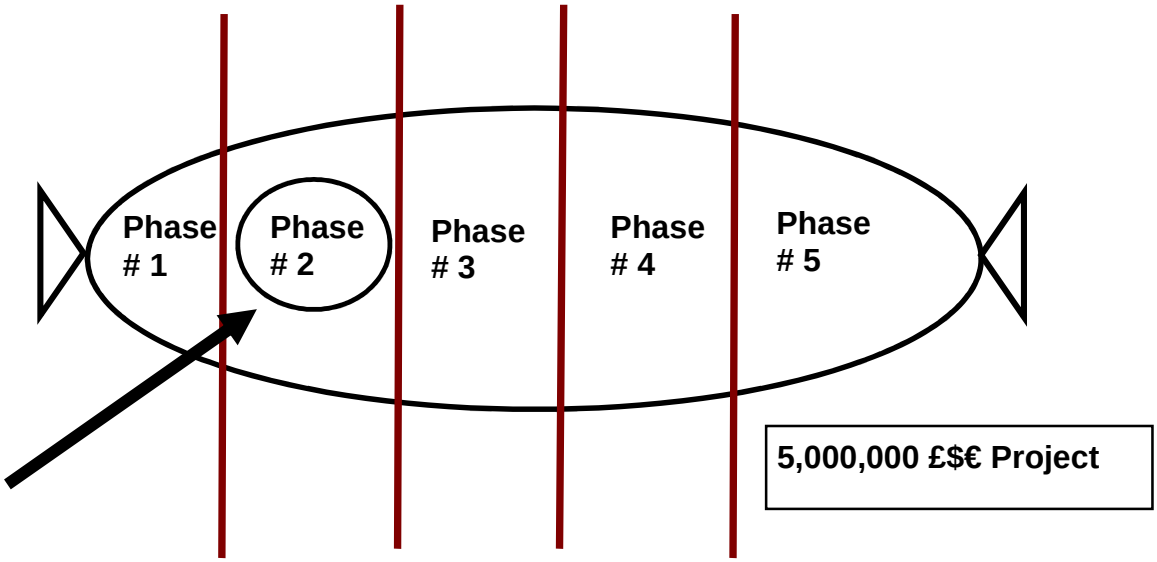


3. I ONLY DID PART OF THE WORK (PHASE 2 OUT OF 5 PHASES)

First, give the big picture of the project you worked on and mention/underline that it included 5 phases/stages.

For instance say: "*This was a 5,000,000 £€$ project/investment that included 5 phases/stages*".

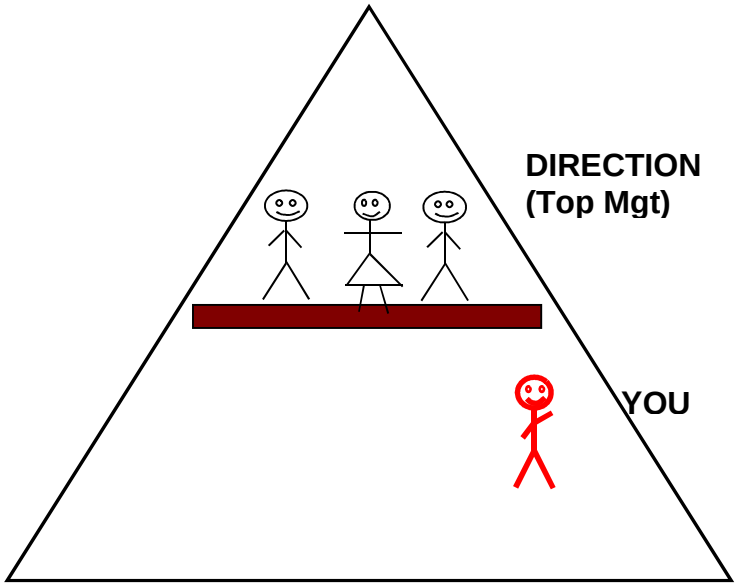
Then you may say. "*I was given full responsibility for phase/stage # 2*.
I succeeded in completing it in less than 30% of the time allocated and I reached the 7 objectives that were set".



4. THE PROGRAM COLLAPSED/WAS SUSPENDED/WAS STOPPED

If you were not responsible for it, there is no reason for you to carry the burden.

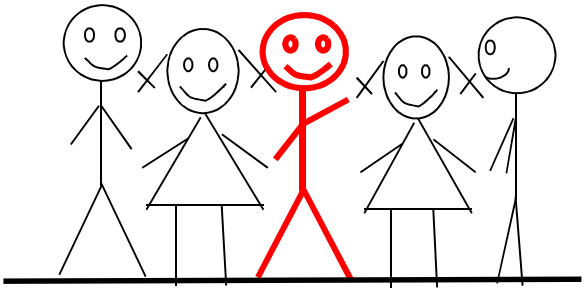
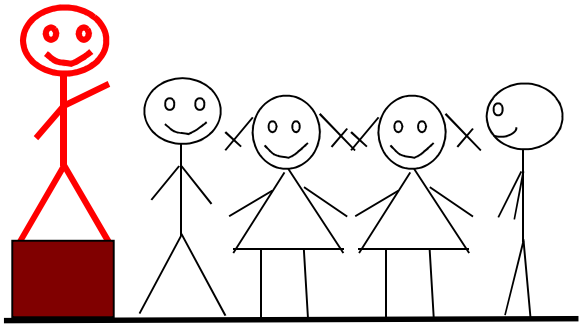
You may say: "*…For strategic reasons… For a reason out of my span of responsibility… For profitability reasons… To avoid a major loss… The board of directors/the general manager suspended this project*".



5. I WAS NOT ALONE BUT IN A TEAM OF 7 PEOPLE, OR I LED A TEAM OF 5 PEOPLE

It is usually a good thing to say if you were working in a team.

This highlights.

- your social skills [i.e.: "*This project was carried out by a team of 5 people*"];
- the fact that you are a team member/player [i.e.: *In a team of 7 people*"];
- your leadership skills [i.e.: "*As the head of the team of 10 people*"].

On top of it, you show you are a person who tells the truth (by not trying to take all the glory)!!!