

EXAMPLES OF COMPETENCY BASED INTERVIEW QUESTIONS



COMPETENCY BASED ASSESSMENT

Competency-based interview questions vary widely between sectors and depending on the level of responsibility to which you are applying. The type of competencies against which you will be assessed also depends on the actual role and the company who is interviewing you. The list is by no means complete but will give you an idea of what you can expect to be asked.

INTERVIEW COMPETENCY - ADAPTABILITY

Adjusts to changing environments whilst maintaining effectiveness

- Which change of job did you find the most difficult to make?
- Tell us about the biggest change you've dealt with? How did you cope with it?

INTERVIEW COMPETENCY - COMMUNICATION

Communicates, listens and adapts communication effectively

Verbal

- Describe a situation where you had to explain something complex to a colleague or a client. Which problems did you encounter and how did you deal with them?

Listening

- Give us an example where your listening skills proved crucial to an outcome.

Written

- What type of writing have you done? What makes you think that you are good at it?

INTERVIEW COMPETENCY - CONFLICT MANAGEMENT

Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.

- Tell us about a time when you had to deal with a conflict within your team.
- Tell us about a situation where conflict led to a negative outcome. How did you handle the situation and what did you learn from it?



INTERVIEW COMPETENCY - CREATIVITY AND INNOVATION

Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations

- Tell us about a project or situation where you felt that the conventional approach would not be suitable. How did you derive and manage a new approach?
- Tell us about a time when you had to convince a senior colleague that change was necessary. What made you think that your new approach would be better suited?

INTERVIEW COMPETENCY - DECISIVENESS

Makes well-informed, effective, and timely decisions,

- What big decision did you make recently? How did you go about it?
- How did you reach the decision that you wanted to change job?

INTERVIEW COMPETENCY - FLEXIBILITY

Modifies approach to achieve a goal. Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.

- Describe a situation where you had to change your approach half-way through a project or task following new input into the project.
- Give an example where your initial approach failed and you had to change tack.

INTERVIEW COMPETENCY - INDEPENDENCE

Acts based on his/her convictions and not systematically the accepted wisdom

- Which decisions do you feel able to make on your own and which do you need support?
- Which constraints are imposed on you and how do you deal with these?

INTERVIEW COMPETENCY - INTEGRITY

Ability to maintain job related, social, organisational and ethical norms.

- Tell me about a time when you showed integrity and professionalism
- Tell us about a time when someone asked you something that you objected to. How did you handle the situation?



INTERVIEW COMPETENCY - RISK TAKING

Takes calculated risks, weighing up pros and cons appropriately

- Tell us about risks that you have taken in your professional or personal life? How did you go about making your decision?
- What risks do you see in moving to this new post?

INTERVIEW COMPETENCY - RESILIENCE AND TENACITY

Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

- Give us an example of a situation where you worked under pressure.
- Tell us about a time when you wanted to push one of your ideas successfully despite strong opposition.

INTERVIEW COMPETENCY - SENSITIVITY TO OTHERS

Aware of other people and environment and own impact on these. Takes into account other people's feelings and /needs.

- Tell us about an unpopular decision that you made recently? What thought process did you follow before making it? How did your colleagues/clients react and how did you deal with their reaction?
- What steps do you take to understand your colleagues' personalities? Give an example where you found it hard to adjust to one particular colleague.

INTERVIEW COMPETENCY - TEAMWORK

Contributes fully to the team effort and plays an integral part in the smooth running of teams without necessarily taking the lead

- Tell us about a situation where you played an important role in a project as a member of the team (not as a leader)
- How do you build relationships with other members of your team?

