COMPETENCY BASED INTERVIEW ADVICE

Competency-based interviews are widely used by organizations to assess a candidate's skills, experiences, and behaviors relevant to the job role. This report aims to help you understand what a competency-based interview is and guide you on how to effectively prepare for it.

1**. What is a Competency-Based Interview?**

A competency-based interview, also known as a behavioral interview, focuses on assessing specific skills and abilities that are relevant to the job role. Rather than asking hypothetical questions, the interviewer will inquire about your past experiences, accomplishments, and challenges to evaluate how you handled certain situations. The premise behind this approach is that past behavior is a good predictor of future performance.

2. Key Competencies and STAR Technique:

During the interview, the interviewer will likely ask you questions related to key competencies relevant to the position. These competencies could be anything from teamwork and leadership to problem-solving and adaptability. To effectively respond to these questions, it's recommended to use the STAR technique:

Situation: Describe the situation or context you were in. Explain the background and setting that led to the scenario.

Task: Explain the task or challenge you faced. What specific goal or outcome were you trying to achieve?

Action: Detail the specific actions you took to address the situation. Describe step-by-step what you did, highlighting your role and responsibilities.

Result: Share the outcome of your actions and any lessons learned. Quantify the results if possible, and discuss how your actions contributed to the overall situation.

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3. Preparation Tips:

Preparing for a competency-based interview requires a structured approach:

Review the Job Description: Understand the key competencies required for the role. Tailor your responses to align with these competencies.

Identify Your Experiences: Reflect on your past experiences, both professional and personal, that demonstrate the desired competencies. Be ready to provide specific examples.

Use the STAR Technique: Practice using the STAR technique to frame your responses. This helps you provide clear and structured answers.

Quantify Results: Whenever possible, include quantifiable results to showcase the impact of your actions.

Practice: Conduct mock interviews with a friend or family member. This will help you get comfortable with the format and receive feedback.

Research the Company: Understand the organization's values, culture, and recent developments. Incorporate this knowledge into your responses.

Be Honest: Provide truthful examples, even if the outcome wasn't entirely positive. Interviewers appreciate authenticity.

Ask Questions: Prepare insightful questions for the interviewer. This demonstrates your interest in the role and the company.

4. Example Competency-Based Questions and Positive/Negative Indicators:

"Can you tell me about a time when you had to deal with a difficult team member? How did you handle the situation?"

Positive Indicator: Collaborative approach, conflict resolution skills.
Negative Indicator: Inability to manage interpersonal conflicts.

"Give an example of a project where you had to manage tight deadlines. What steps did you take to ensure the project was completed on time?"

Positive Indicator: Time management, prioritization, problem-solving.
Negative Indicator: Poor planning, missed deadlines.

"Describe a situation where you had to adapt to unexpected changes. How did you handle the change, and what was the result?"

Positive Indicator: Adaptability, flexibility, positive outcome despite challenges.
Negative Indicator: Resistance to change, inability to adjust plans.

"Can you share a story of a time when you identified a process improvement opportunity? What actions did you take, and what impact did it have?"

Positive Indicator: Initiative, critical thinking, innovation.
Negative Indicator: Complacency, lack of initiative.

5. Conclusion:

In conclusion, a competency-based interview is designed to assess your skills and behaviors based on your past experiences. By utilizing the STAR technique and preparing with relevant examples, you can effectively demonstrate your suitability for the role. Remember to research the company and practice beforehand to boost your confidence during the interview.

and finally don't forget...

We are here for you to answer any questions or concerns you have and to provide any help...

Good Luck!

The Team at Lucy Walker Recruitment

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