example INTERVIEW QUESTIONS

# Competency-based Interview – Questions and Responses Grid

## Teamwork

|  |  |  |
| --- | --- | --- |
| **Question** | **Notes** | **Score (1 poor > 5 excellent)** |
| Tell me about a time when you worked successfully as part of a team? |  |  |
| Describe a situation where you were successful in getting people to work together effectively? |  |  |
| Tell me about a situation when you needed to offer constructive criticism to a friend or team member? |  |  |

## Responsibility

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| --- | --- | --- |
| **Question** | **Notes** | **Score (1 poor > 5 excellent)** |
| Tell me about a time when you were responsible for something? |  |  |
| How do you address any responsibilities you may have? |  |  |
| Do you enjoy having extra or additional responsibilities and why? |  |  |

## Decision Making

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| --- | --- | --- |
| **Question** | **Notes** | **Score (1 poor > 5 excellent)** |
| What is the toughest decision you have ever made? Why was it so difficult?  How did you make it? |  |  |
| Tell me about a decision you have made that has affected other people? |  |  |
| Give me an example of a bad decision you have made. Why was it a bad decision? |  |  |

## Communication

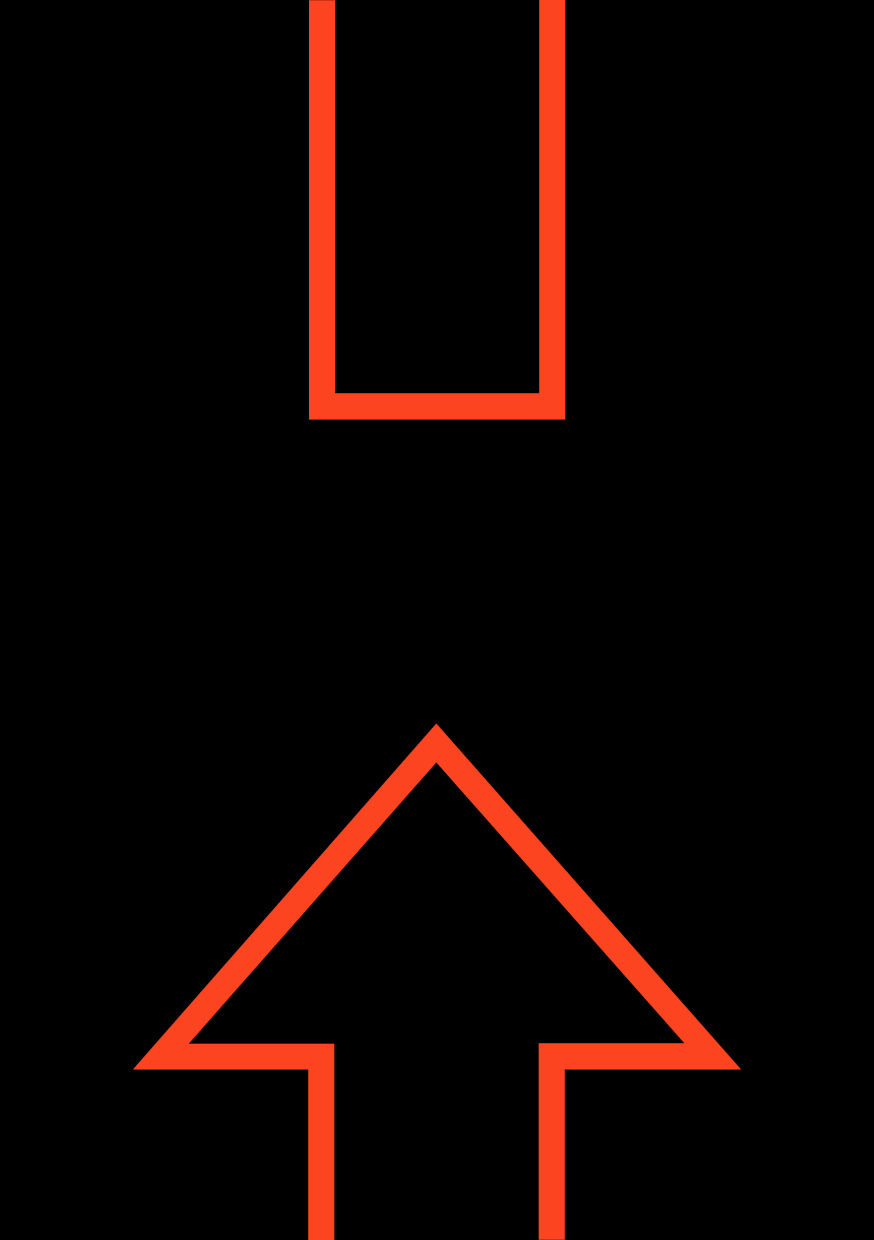
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| **Question** | **Notes** | **Score (1 poor > 5 excellent)** |
| Give me an example of how you dealt with a difficult customer at work or in volunteering? |  |  |
| Tell me about a time when you taught someone else something? |  |  |
| How do you explain things to other people? |  |  |

## Problem solving

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| --- | --- | --- |
| **Question** | **Notes** | **Score (1 poor > 5 excellent)** |
| Give me an example of a problem you have faced in the past, either as part of a team or as an individual. How did you solve the problem? |  |  |
| What do you do when you can't solve a problem? |  |  |
| You have a huge list of things to do and not enough time for everything. What do you do? |  |  |

## Additional Feedback Notes

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