## **Competency-Based Interview Questions**

## **Adaptability**

- Is there a time in a previous role where you had to react to unexpected change? How did your reactions impact your work?
- Can you provide an example when you had to adapt your approach due to shifting priorities?
- Tell me about a time when you had to adjust to a colleague's working style in order to complete a project or achieve your objectives.
- Do you prefer doing work on a routine day-to-day basis or do you prefer mixing up your routine occasionally?
- Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?

## **Analysis and Problem Solving**

- Describe a time when you developed a creative solution to a problem or designed an enhancement to a plan.
- Can you tell me about a situation where you had to solve a difficult problem?
  - O What did you do?
  - O What was the outcome?
  - O Would you have done anything differently?
- What steps do you take before making a decision about a problem? Why?
- Tell me about a time when you had to make a decision without all the information you needed. How did you handle it?
- Give me an example of when you took a risk to achieve a goal. What was the outcome?

#### **Communication**

- Can you tell me about a past experience that challenged your communication skills? What did you do to overcome that challenge?
- What approaches do you use in talking with different types of people? How do you evaluate the effectiveness of these approaches?
- Can you tell me about a time when you failed to communicate properly and what you believe you did wrong in this situation? What would you do differently this time?
- How do you determine whether to communicate a message in person instead of via email?
- How do you keep your supervisor informed about what is being done in your work?

### Initiative and Motivation

- What motivates you in the workplace?
- Why did you choose to apply to this role?
- Can you tell me about a time your enthusiasm dwindled regarding a work project or task? What did you do to keep yourself motivated?
- Tell me about a project you initiated.
  - O What did you do? Why?
  - O What was the outcome?

 Can you tell me about an experience in which you had to speak up in order to be sure that other people knew what you thought or felt?

## Organization

- Can you tell me about a time when you had to juggle multiple priorities at the same time? How did you decide which priority to focus on first?
- Can you describe an example of when you had to work to an important deadline?
- How do you prioritize projects and tasks when scheduling your time? Give me an example.
- Can you tell me about a time when has a project or event you organized did not go according to plan?
  - o What happened?
  - O What would you do differently?
- How do you typically plan your day to manage your time effectively?

# **Teamwork**

- Tell me about the last time you had a conflict with a co-worker; what was the conflict and how did you resolve it?
- What role on a team do you find yourself most often playing? Tell me about a specific instance when you found yourself in that role.
- Tell me about a time when you had to work as part of a team that was not getting along well and how you dealt with it.
- What have you found to be the most difficult part of being a member, not leader, of a team?
- Can you tell me about a time when you had to compromise in order to meet the needs of the whole group?