



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?
 - What did you do?
 - What was the outcome?
 - 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.
 - What did you do? Why?
 - 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?
 - What happened?
 - 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?