

When preparing for the interview, first use the person specification to identify the competencies required to be successful in the position. With those identified, you can use these questions to practice how you have demonstrated your competencies in the past to help you prepare some typical answers for your interview using the STAR Technique.

General Interview Questions

1. Tell me about yourself?
2. What are your key strengths?
3. What is your biggest weakness?
4. Where do you see yourself 5 years from now?
5. Why do you want to work with us?
6. What do you know about our company?
7. What do you think you will be doing on a day-to-day basis in this role?
8. Why did you leave your last job?
9. Why should we hire you?
10. What is your salary expectation? How much do you expect to get paid?
11. What motivates you?
12. Do you have any questions for us?
13. What is your greatest achievement?
14. Tell us about a challenge you have faced recently, how did you deal with it, and what was the outcome?
15. What are you looking for in a new role?
16. What type of working environment do you prefer?
17. What is your management style?
18. How would your boss describe you? How would your colleagues describe you?
19. Tell me about this (x) gap in your employment...
20. Explain why you have decided to change career...
21. What do you think the first 30 days will look like in this new role?
22. What do you do outside of your job?

Competency Based Interview Questions

Accountability and Managing Priorities

1. Give a specific example of how you have demonstrated your ability to handle multiple priorities and deliver results
2. Think of a time when you had many demands placed upon you. How did you ensure that you met the needs of your customers, co-workers and your managers?
3. Describe a time when you have been unable to follow through on a commitment that you made. What happened? How did you explain this to the other party?
4. Some jobs are very hectic at times. Please give an example of when you managed to get everything done in a pressured time. What strategies did you use to ensure timely, high quality results?
5. Tell me about a time when you had more to complete than the time you had allocated. How did you decide what tasks to prioritise?

Competency Based Interview Questions

Adaptability

1. Discuss a time when you had to deal with a major change in your workplace or your job duties. How did you prepare for the change?
2. Provide an example of when you had to take action and did not have sufficient time to prepare. How did you adapt to this situation?
3. Describe a time when you needed to complete a project with little direction. What issues did you face?
4. Give an example of when you needed to meet multiple priorities. How did you handle this?
5. Tell me about a time when you needed to change your point of view to take into account new information.

Competency Based Interview Questions

Analytical

1. Describe a project or task that you were responsible for that demonstrates your ability to analyse information
2. Tell me about a time when you spotted a discrepancy or inconsistency in information that might have caused problems if you had missed it
3. Tell me about a time when you needed to analyse a large volume of data, and describe how you knew what was important
4. Describe a time when you have analysed information, and made an objective decision, despite personal bias.
5. Tell me about a time when you have analysed information, and made a recommendation to others. What methods did you use? Did you refer to anyone else?

Competency Based Interview Questions

Communication

1. Describe a time when you needed to explain a complex idea to someone else. How did you explain it? Were you successful?
2. Give an example of when you had difficulty communicating your thoughts to someone. What message were you trying to convey? Where did the difficulty lie?
3. Tell me about a sensitive or volatile situation that needed careful communication
4. Tell me about a time when you have successfully managed a conflict between two co-workers
5. Give an example demonstrating your ability to build successful working relationships
6. Tell me about a time when you have needed to write an important report. What steps did you take to plan for it? What did you find most challenging?
7. Describe a time when you needed to give a presentation to someone.
8. Tell me about how you prepared for this interview. What stages did you go through?

Competency Based Interview Questions

Creativity and Innovation

1. Tell us about a project or situation when you felt that a conventional approach was not suitable. How did you drive forward this approach? What challenges did you face, and how did you address them?
2. Tell me about a time when you needed to persuade someone that a change was necessary. What made you think that your idea was best suited?

Competency Based Interview Questions

Decision Making & Judgement

1. Tell me about a time when you had a difficult decision to make. How did you organise the information? Was your decision effective?
2. Give a specific example of a decision you needed to make. How did you make that decision? Did you involve others?
3. Give an example of when you failed to solve a problem effectively. Why was your solution ineffective? If you did it again, what would you do differently?
4. Tell me about a time when you made an objective decision, despite having a personal opinion.

Competency Based Interview Questions

Developing Yourself and Others

1. Describe a time when you have used feedback to enhance the performance of someone else. What was your approach?
2. Tell me about a time when you have worked with someone who has failed to improve. What might have caused this failure? What might you have done differently if you had coached them?
3. Tell me about a recent job or experience that you would describe as a 'real learning experience'. What did you learn? How will you use this in the future?
4. Describe a time when you have been given negative feedback, explain how you handled this? What did you do to develop?
5. Tell me about a time when you were not satisfied with your own performance. What did you do about it?

Competency Based Interview Questions

Initiative

1. Describe a time when you initiated a procedural change on your own. How did you present your ideas to management? What was the outcome?
2. Talk me through a time when you were given a project with little supervision. How did you feel? Describe how you went about the project? What was the outcome?
3. Describe a situation when you recognised a problem and took action to solve it.
4. Describe a time when your quick response made a difference. What happened?

Competency Based Interview Questions

Leadership

1. Think of a time when you have acted as a role model for others. Why did they consider you to be a role model? How did you influence others?
2. Describe a time when you needed to give feedback to others. How did you go about this? How was the feedback received?
3. Describe a time when you were leading a project. What were the circumstances? How did you delegate work?
4. Describe a time when you were recognised for dealing effectively with a difficult situation
5. Leaders can make unpopular decisions. Tell me about a time when you needed to make a difficult/unpopular choice.

Competency Based Interview Questions

Problem Solving

1. Describe a problem that you recently needed to solve. Were there any alternatives you could have considered?
2. Describe the steps you take when solving a problem. Give me an example.
3. Describe a problem that you needed to solve in your last role. What was the impact of this?

Competency Based Interview Questions

Team working

1. Describe a time when you were the member of a team. What was your role? Did the team accomplish the task? How did you help them to succeed?
2. Tell me about a time when you encouraged your co-workers to support you in a task. How did you gain their support?
3. Describe a time when you were in a team that was not successful. What went wrong? If you were to go back and do that task again, what would you do differently?
4. Tell me about a time when you ensured that everyone in your team participated. How did you go about this, and what challenges did you face?
5. Describe a time when you worked with a team where you struggled to bring all of your colleagues on board. What did you do to overcome the issues?

Relevant websites

- <http://www.interview-skills.co.uk/free-information/interview-guide>
- <https://www.assessmentday.co.uk/free/competancy-based-interview/CompetancyBasedInterview-Questions.pdf> - a document containing a large number of interview questions

Related documents

- [Guide to Interviews](#)
- [Guide to Interview Testing and Selection Methods](#)
- [General Interview Questions and Sample Answers](#)
- [Competency Based Interview Questions and Sample Answers \(Using Situation, Task, Action, Response \(STAR\)\)](#)