

COMPETENCY BASED JOB INTERVIEW QUESTION TIPS AND HINTS

Traditional job interviews take the form of a conversation addressing key points that the employer is looking for within the role.

Competency-based interview questions, also known as structured behavioural interview questions, target particular skills and behaviours, addressed through asking for specific examples.

Competency-based job interview questions are fairly simple to prepare for, as there are key areas that are analysed by interviewers. It is only a matter of preparing examples for key points that may be covered.

Competency-based job interviews assess particular areas of the candidate's behaviour and skills, as opposed to just focusing on what the particular role requires. The interviewer will assess the positive and negative aspects of candidates' answers in order to judge their suitability for the role.

Some of the competencies that are often covered include:

- relationship building
- commercial awareness
- organising and planning
- communicating
- achieving results
- career focus
- leadership
- analytical thinking
- influencing people



How a Competency-Based Interview is Assessed

The positive and negative points of each answer will then be marked in a way to weigh up the issues that may come to view during the interview. A score is given to each point in a way similar to this example:

- no evidence reported
- poor
- areas for concern
- satisfactory
- good to excellent

This mark scheme allows the interviewer to highlight any issues and assess candidates' strengths, so as to compare their behaviour and experience with the criteria for the job vacancy.

Examples of Competency-Based Interview Questions

Competency-based interview questions will take the form of "tell me about a time when..." or "give an example of when you did this..." The interviewer is asking for specific examples of when you used one of the competencies or skills listed above.

Here are some examples of questions that might be asked:

- Which change of job have you found most difficult and how did you cope with it?
- Describe a time when you used your communication skills to deal with a problem.
- Give an example of when you had difficulty working with a member of your current team.
- How did you build relationships with your team?

There is a very simple way of going about answering these questions, allowing competency-based interviews to be simple to prepare for.

How to Answer Competency-Based Interview Questions

The easiest way to approach a competency-based interview questions is to follow this formula, STAR:

- Situation – Set the scene.
- Task or Target – What was the task or target?
- Action – What action was taken?
- Result – What was the result?

Competency-based interviews can seem intimidating, putting candidates on the spot to provide real life examples, but approaching an interview with these things in mind will make the interview simple.

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