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?