SAMPLE BEHAVIOURAL (COMPETENCY-BASED) INTERVIEW SKILLS QUESTIONS

Personal Motivation and Self Awareness

- Tell us about yourself.
- What skills have you developed from your extracurricular activities or interests?
- What has been your favourite area of study at university and why?
- What do you think are your key strengths?
- Tell me about one of your weaknesses. What have you done to improve your skills in this area?
- Tell us about a situation in which you had to adjust to changes over which you had no control. How did you handle it?
- What steps have you taken to make your goals a reality?
- Can you tell me about a challenge you enjoyed?
- Where do you see yourself in 3-5 years?
- Describe your plans for future study.
- Cast your mind many years into the future. What would you like to be known for when you retire?

Communication Skills

- Tell me about a time when you provided outstanding customer service. What was the situation and what did you do?
- Tell me about a time when you had to go above and beyond the call of duty to get a job done.
- Tell us about a time when you needed to persuade others to follow your idea.
- Have you had to "sell" an idea to someone? How did you do it? Did they "buy" it?
- Describe a situation you’ve experienced that required some finely tuned communication skills. What was the situation? What did you do to reach a positive outcome?
- How do you resolve conflict? Can you give an example?
- Tell us how you have communicated or shared ideas with people from diverse cultural backgrounds.
- Describe a situation when you were able to strengthen a relationship by communicating effectively. What made your communication effective?
- Describe a situation where you felt you had not communicated well. How did you correct the situation?

Team Skills

- What do you think makes a fantastic team? How can you contribute to make this happen?
- Describe a team situation where things did not work out well. Briefly tell us what happened. What would you do differently next time?
- Tell me about the most difficult or frustrating individual that you’ve ever had to work with. What was the outcome of the situation?
- Give an example of your ability to build motivation within a team.
- Describe a time when you worked effectively in a team. What was your role? What impact did you have?
- Have you ever had difficulty getting others to agree with your decisions? How did you handle it?
- What has been the most challenging situation you have faced a in a team situation?
Sample interview questions (cont.)

Project, Planning and Organisational Skills

- What experience do you have seeing a project through to completion? Please give an example.
- What are the most challenging aspects of working on a project for you?
- Outline 3 strategies you use to prioritise tasks and organise your time.
- Explain how you have balanced your studies with other commitments.
- Can you please give us an example of a time when you prioritised competing tasks and projects?
- Can you please describe an occasion when you have faced conflicting deadlines? What was the situation? What was the outcome?
- Describe a time when you were required to pay very close attention to detail.
- Describe a project or research assignment that you have undertaken, and how this has prepared you for this role.

Analytical and Problem Solving Skills

- Tell me about a time when you had to analyse information and make a recommendation. What kind of thought process did you go through?
- Describe your problem solving skills. What process do you follow?
- Tell us about a time you made a major decision. What was the decision? How did you go about making the decision? What was the outcome?
- What is your approach to decision-making? Can you give us an example of when you have utilised this approach effectively?

Leadership and Initiative Skills

- Can you tell me about a time when you took on a leadership role? What have been some of the challenges you have faced as a leader?
- As a future team leader, you will be expected to manage staff performance and development. Are you comfortable giving sensitive feedback to other people? Provide an example when you have had to do this.
- Describe a time when you have taken the initiative and solved a problem on your own. What was the outcome?
- Can you outline a time when you have worked with minimal supervision or taken on additional responsibility for a task or project?

Professional and Commercial Awareness

- What attracts you to this organisation? Why do you want to work here?
- Why does this specific role or business unit appeal to you?
- Name a specific initiative or business focus of our organisation.
- How do your personal values align with our organisation’s goals?
- What do you do to continuously improve yourself?
- In your opinion, what are some of the key issues currently affecting the industry you wish to enter?
- How do you keep up to date with what is happening in the industry?
- Professionals often work in multi-disciplinary teams. What other types of professionals may you be working with in the future?
- Describe an ethical dilemma that you have faced.
- You discover that one of your colleagues has been selling commercial-in-confidence information to a competitor. What would you do?