

# Totaljobs

## 50 COMMON COMPETENCY-BASED INTERVIEW QUESTIONS TO ASK CANDIDATE

### ADAPTABILITY

- Can you share an experience when you had to adapt to a significant change in the work environment or unexpected circumstances? How did you handle it?
- How do you keep yourself updated with industry trends and changes?

### ANALYTICAL SKILLS

- Give an example of a complex problem or data set you analysed. What methods or tools did you use, and what insights did you uncover?
- How do you ensure the accuracy and reliability of your analytical work and conclusions?

### ATTENTION TO DETAIL

- Tell us about a project or task where accuracy and attention to detail were crucial. How did you ensure quality and prevent errors?
- How do you balance the need for speed with the importance of maintaining accuracy and precision?

### BUILDING RELATIONSHIPS

- Give an example of a professional relationship you built that had a positive impact on your work. How did you establish and nurture that relationship?
- How do you approach building rapport and trust with colleagues, clients, or stakeholders?

### COACHING AND MENTORING

- Tell us about a time when you coached or mentored a colleague or team member to help improve their skills or performance. What approach did you take, and what were the results?
- How do you provide constructive feedback and support to facilitate growth and the development of others?

### COLLABORATION

- Describe a situation where you collaborated with a diverse group of individuals to achieve a common goal. How did you contribute to the team's success?
- How do you handle conflicts or differing opinions within a collaborative setting?

### COMMUNICATION

- Can you describe a situation where you had to effectively communicate complex information to a diverse audience?
- How do you ensure that your messages are understood clearly by others?

## CONFLICT RESOLUTION

- Can you share a time when you had to resolve a conflict between team members? How did you approach it, and what was the outcome?
- What strategies do you use to find common ground and reach consensus in conflicting situations?

## CONTINUOUS LEARNING

- Tell us about a recent learning experience or professional development opportunity that you pursued. How did it enhance your skills or knowledge?
- How do you stay updated with industry trends and new developments, and how do you apply that knowledge to your work?

## CREATIVITY

- Can you share an example of a time when you approached a problem or task in a creative or innovative way? What was the outcome, and how did it add value?
- How do you foster a creative mindset and encourage new ideas within your team or organisation?

## CRITICAL THINKING

- Give an example of a complex problem you recently encountered. How did you approach it using critical thinking skills?
- How do you evaluate information objectively and make logical decisions in high-pressure situations?

## CUSTOMER SERVICE

- Can you provide an example of a time when you went above and beyond to ensure customer satisfaction?
- How did you handle a difficult customer situation and turn it into a positive experience?

## DATA ANALYSIS

- Can you provide an example of a project where you analysed data to uncover insights or solve a problem? How did you approach the analysis process?
- How do you ensure the accuracy and reliability of the data you work with?

## DECISION-MAKING

- Tell us about a difficult decision you had to make recently. How did you weigh the pros and cons, and what was the outcome?
- How do you handle situations where there is incomplete or conflicting information available?

## EMOTIONAL INTELLIGENCE

- Tell us about a situation where you had to navigate a challenging interpersonal dynamic. How did you demonstrate emotional intelligence in handling the situation?
- How do you manage your own emotions and empathise with others in the workplace?

## FINANCIAL ACUMEN

- Give an example of a situation where you had to make a financial decision or manage a budget. How did you analyse the financial implications and ensure sound financial management?
- How do you incorporate financial considerations into your decision-making and planning processes?

## INITIATIVE

- Describe a situation where you went above and beyond your assigned responsibilities to achieve a positive outcome.
- How do you identify opportunities for improvement and take proactive steps to address them?

## LEADERSHIP

- Tell us about a time when you took charge of a project or team. How did you motivate and inspire others to achieve the desired outcome?
- How do you handle situations when team members have different opinions or conflicts arise?

## MULTITASKING

- Provide an example of a situation where you had to handle multiple tasks or responsibilities simultaneously. How did you manage your time and priorities effectively?
- How do you stay organised and focused when juggling multiple tasks or responsibilities?

## NEGOTIATION

- Describe a situation where you successfully negotiated a win-win outcome. What approach did you take, and how did you achieve a mutually beneficial agreement?
- How do you handle negotiations when there are conflicting interests or limited resources?

## ORGANISATIONAL SKILLS

- Give an example of a time when you had to juggle multiple tasks or projects with competing deadlines. How did you prioritise and stay organised?
- How do you ensure that nothing falls through the cracks in your work or projects?

## PROBLEM-SOLVING

- Describe a complex problem you encountered and how you approached it. What steps did you take to find a solution?
- How do you handle situations when faced with limited resources or conflicting priorities?

## RESEARCH

- Describe a situation where you conducted research to gather information or insights for a project. How did you approach the research process, and what were the outcomes?
- How do you ensure the reliability and accuracy of your research findings?

## STRATEGIC THINKING

- Can you provide an example of a situation where you had to think strategically to achieve a long-term goal? What steps did you take, and what was the outcome?
- How do you incorporate strategic thinking into your everyday work and decision-making?

## TEAMWORK

- Give an example of a successful team project you were a part of. What was your role, and how did you contribute to the team's success?
- How do you build and maintain strong relationships within a team?