A picture containing text, clipart

Description automatically generated

There are many areas to ask questions around: Business Partnering, Technical Know How, Staff & Line Management, Customer Care, Sales and Business Development, Managing Client Relationships, resilience

Here are some examples. Use the blank template to create some of your own questions around the roles and tasks you are looking to fulfill

The key is to ask the same questions of each candidate and score or rate to same criteria

COMPETENCY BASED QUESTIONS

Name Date

|  |  |  |  |
| --- | --- | --- | --- |
|  | QUESTION | ANSWER | SCORE 1 - 5 |
| 1 | Briefly, tell us about yourself. |  |  |
| 2 | Why are you interested in this role? |  |  |
| 3 | In terms of your skills and experience, please describe the areas that are best suited to your skills. |  |  |
| 4 | What are your current responsibilities? |  |  |
| 5 | How is your performance assessed? (If it is?) |  |  |
| 6 | What do you think has been the highlights of your career to date? |  |  |
| 7 | What transferable skills do you think you can bring to this role? |  |  |
| 8 | What areas would you see as your development areas? |  |  |
| 9 | What motivates you to do a good job / what challenges are you looking for from a role? |  |  |

YOUR COMPETENCY QUESTIONS

|  |  |  |  |
| --- | --- | --- | --- |
|  | QUESTION | ANSWER | SCORE |
|  |  |  |  |
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**Criteria for determining score rating**

5 Excellent Exceeds all the indicators– demonstrated extensive knowledge and expertise for aspects of the area/Answer was in-depth with examples

4 Very good Meets most of the indicators and exceeds some - demonstrated extensive knowledge in area/Answer was in depth with examples)

3 Good Meets most of the indicators - demonstrated sound knowledge in area/Answer was detailed and included sound explanation

2 Limited Meets some of the indicators - demonstrated limited knowledge in area/Answer was brief with little detail

1 Poor Does not meet the indicators - failed to answer the question/ failed to demonstrate any knowledge in area/Failed to provide/identify any of the sample answers