

CV SURGERY

Competency Based Interviews



DEVELOPMENT
PROGRAMME



PRACTICE & PREPARATION IS KEY

Employees use behavioural questions to dig in to past achievements and predict future performance. Prepare answers to match your skill set to the employer's requirements. Try to relate your answers to the role that you're interviewing for.

Firstly, it's essential that you read and understand the job advert. Next, from the job description or person specification pick out the main competencies that the employer is looking for and think of examples of when and how you've demonstrated each of these. Try to draw upon a variety of experiences from your studies, previous employment or any work experience you've undertaken (taking part in The Diana Award).

Focus on past achievements that highlight your abilities in:

- **Leadership**
- **Teamwork**
- **Problem solving**
- **Conflict resolution**
- **Overcoming failures**

While your responses to the interview questions are pre-prepared try to avoid sounding like you're reading from a script.



COMPETENCY BASED INTERVIEWS

EXAMPLES OF QUESTIONS

- Describe a situation in which you led a team
- Give an example of a time you handled conflict
- How do you maintain good relationships with your colleagues?
- What has been your biggest achievement to date?
- Tell me about a time when your communication skills improved a situation
- Give me an example of a challenge you faced and tell me how you overcame it
- Give an example of a situation where you solved a problem in a creative way
- Can you provide an example of your strengths in action?
- Describe a time you have motivated or influenced someone



COMPETENCY BASED INTERVIEWS

USE THE STAR METHOD TO STRUCTURE YOUR ANSWERS

SITUATION/TASK

Describe the task that needed to be completed or the situation you were confronted with. For example 'I led and planned a fundraising event and presentation to promote my campaign work'.

ACTION

Explain what you did and how and why you did it. For example 'I presented to an audience of 100, including 20 big industry players in the hope of winning their funding/support. I delegated sections of the presentation to my team members and we discussed our ideas in a series of meetings. After extensive research and practise sessions our group presentation went off without a hitch'.

RESULT

Describe the outcome of your actions. For example 'As a result of this hard work and team effort we won the funding/support of 15 clients'.

