**Interview Foundations:**

**Sample Behavioural Questions Based on Competencies**

**Attention to Detail**

* Tell me about a time you found an error in your own work. How did it happen? What did you do about it?
* Have you ever had an experience in which you were glad you had paid attention to some particular detail? Please describe?

**Adaptability**

* With which supervisors have you found it easiest to work with? Most difficult? Why?
What kinds of problems have you had in switching from one job to another?

**Communication Skills**

* Give me an example of how you would explain a complicated procedure to someone who was new?
* Describe a decision you made largely on data you obtained by asking questions?
* Have you ever done any public speaking? How did you handle the assignment? How did it work out?

**Decision-Making**

* Tell me about the toughest decision you have had to make in the last year. What made it so difficult?
* Describe a work-related problem you had to face recently? What procedures did you use to deal with it?
* Are there occasions when you feel you make up your mind too quickly? Too slowly?

**Delegation**

* Describe your normal methods of assigning work to subordinates?
* Tell me about a situation in which you delegated a responsibility, but the work wasn’t done as you expected. Why do you think this happened? What would you do differently next time?

**Independence**

* Give me an example of a project or idea you’ve undertaken even though you knew it would not be popular with some people. How did things work out?

**Initiative**

* Summarize a situation in which you took the initiative to get others going on an important issue and played a leading role to achieve the desired results?
* Describe a situation where you found you had a serious problem? What did you do to solve it?

**Leadership**

* Have you had to introduce a new policy or idea that departed from the customary way of doing things? What approach did you take to gain cooperation? How did it work out?
* Describe a situation in which a subordinate had a performance problem. How did you handle it?

**Planning/Time Management**

* Describe a typical work week. How did you plan the week’s activities? How well did the schedule work?
* Tell me about an occasion when your schedule was upset by unforeseen circumstances? What did you do?

**Stress Tolerance**

* What kinds of pressures do you feel in your job? How do you cope? What frustrates you the most?

Note: These materials have been developed and adapted from a range of sources for the purpose of the Bruce County Job Search Club.