

# Competency Based Interview Questions Answers



**COMPETENCY BASED INTERVIEW QUESTIONS ANSWERS** ARE CRUCIAL FOR JOB SEEKERS AIMING TO DEMONSTRATE THEIR SKILLS AND SUITABILITY FOR A POSITION. THESE TYPES OF INTERVIEWS FOCUS ON ASSESSING A CANDIDATE'S PAST BEHAVIOR IN SPECIFIC SITUATIONS, WHICH IS BELIEVED TO BE A STRONG INDICATOR OF FUTURE PERFORMANCE. IN THIS ARTICLE, WE WILL EXPLORE WHAT COMPETENCY-BASED INTERVIEWS ENTAIL, PROVIDE EXAMPLES OF COMMON QUESTIONS, AND OFFER STRATEGIES FOR FORMULATING EFFECTIVE ANSWERS THAT CAN HELP YOU LAND YOUR DREAM JOB.

## WHAT ARE COMPETENCY-BASED INTERVIEWS?

COMPETENCY-BASED INTERVIEWS, ALSO KNOWN AS BEHAVIORAL INTERVIEWS, ARE STRUCTURED CONVERSATIONS WHERE INTERVIEWERS ASK CANDIDATES TO PROVIDE EXAMPLES OF HOW THEY HAVE HANDLED SITUATIONS IN THE PAST. THIS METHOD IS BASED ON THE PREMISE THAT PAST BEHAVIOR CAN PREDICT FUTURE PERFORMANCE IN SIMILAR CIRCUMSTANCES.

## WHY USE COMPETENCY-BASED INTERVIEWS?

MANY ORGANIZATIONS PREFER COMPETENCY-BASED INTERVIEWS FOR SEVERAL REASONS:

1. **OBJECTIVE ASSESSMENT:** THESE INTERVIEWS HELP REDUCE BIAS BY FOCUSING ON SPECIFIC COMPETENCIES RATHER THAN SUBJECTIVE IMPRESSIONS.
2. **PREDICTIVE VALIDITY:** RESEARCH HAS SHOWN THAT PAST BEHAVIOR IS A BETTER PREDICTOR OF FUTURE PERFORMANCE THAN TRADITIONAL INTERVIEW METHODS.
3. **STRUCTURED FORMAT:** THE STANDARDIZED NATURE OF THESE INTERVIEWS ALLOWS FOR EASIER COMPARISON OF CANDIDATES.

## COMMON COMPETENCY-BASED INTERVIEW QUESTIONS

WHEN PREPARING FOR A COMPETENCY-BASED INTERVIEW, IT'S ESSENTIAL TO FAMILIARIZE YOURSELF WITH THE TYPES OF QUESTIONS YOU MAY ENCOUNTER. HERE ARE SOME COMMON CATEGORIES OF COMPETENCY-BASED QUESTIONS:

- **LEADERSHIP:** "CAN YOU PROVIDE AN EXAMPLE OF A TIME WHEN YOU LED A TEAM TO ACHIEVE A GOAL?"
- **PROBLEM-SOLVING:** "DESCRIBE A CHALLENGING PROBLEM YOU FACED AND HOW YOU APPROACHED IT."
- **TEAMWORK:** "TELL ME ABOUT A TIME YOU WORKED COLLABORATIVELY WITH OTHERS TO ACHIEVE A COMMON GOAL."
- **ADAPTABILITY:** "CAN YOU SHARE AN INSTANCE WHEN YOU HAD TO ADAPT TO A SIGNIFICANT CHANGE?"
- **COMMUNICATION:** "GIVE AN EXAMPLE OF A SITUATION WHERE YOU HAD TO COMMUNICATE COMPLEX INFORMATION."

## HOW TO ANSWER COMPETENCY-BASED INTERVIEW QUESTIONS

TO EFFECTIVELY ANSWER COMPETENCY-BASED INTERVIEW QUESTIONS, YOU CAN USE THE STAR TECHNIQUE, WHICH STANDS FOR SITUATION, TASK, ACTION, AND RESULT. THIS STRUCTURED APPROACH HELPS YOU CONVEY YOUR EXPERIENCES CLEARLY AND EFFECTIVELY.

### BREAKING DOWN THE STAR TECHNIQUE

1. **SITUATION:** BEGIN BY DESCRIBING THE CONTEXT WITHIN WHICH YOU PERFORMED A TASK OR FACED A CHALLENGE. PROVIDE ENOUGH DETAIL TO GIVE THE INTERVIEWER BACKGROUND INFORMATION.
2. **TASK:** EXPLAIN THE ACTUAL TASK OR CHALLENGE THAT WAS AT HAND. WHAT WERE THE EXPECTATIONS, AND WHAT WAS YOUR ROLE?
3. **ACTION:** DISCUSS THE SPECIFIC ACTIONS YOU TOOK TO ADDRESS THE TASK OR CHALLENGE. HIGHLIGHT YOUR THOUGHT PROCESS AND DECISION-MAKING SKILLS.
4. **RESULT:** CONCLUDE WITH THE OUTCOME OF YOUR ACTIONS. WHAT WAS THE IMPACT OF YOUR CONTRIBUTIONS? QUANTIFY YOUR RESULTS IF POSSIBLE TO PROVIDE A CLEARER PICTURE OF YOUR SUCCESS.

### EXAMPLE OF A STAR RESPONSE

LET'S ILLUSTRATE THE STAR TECHNIQUE WITH AN EXAMPLE:

QUESTION: "CAN YOU PROVIDE AN EXAMPLE OF A TIME WHEN YOU LED A TEAM TO ACHIEVE A GOAL?"

- **SITUATION:** "IN MY PREVIOUS ROLE AS A PROJECT MANAGER, WE FACED A TIGHT DEADLINE TO LAUNCH A NEW SOFTWARE PRODUCT WHILE DEALING WITH STAFFING SHORTAGES."

- **TASK:** "MY TASK WAS TO ENSURE THAT THE PROJECT WAS COMPLETED ON TIME WITHOUT COMPROMISING QUALITY, DESPITE THE CHALLENGES WE WERE FACING."

- **ACTION:** "I ORGANIZED A SERIES OF DAILY STAND-UP MEETINGS TO TRACK PROGRESS AND IDENTIFY ROADBLOCKS. I ALSO DELEGATED TASKS BASED ON EACH TEAM MEMBER'S STRENGTHS AND PROVIDED ADDITIONAL SUPPORT TO THOSE WHO NEEDED IT."

- **RESULT:** "AS A RESULT, WE COMPLETED THE PROJECT TWO WEEKS AHEAD OF SCHEDULE, AND THE PRODUCT RECEIVED POSITIVE FEEDBACK FROM BOTH CLIENTS AND STAKEHOLDERS. THIS SUCCESS LED TO A 15% INCREASE IN OUR CUSTOMER SATISFACTION SCORES."

# TIPS FOR PREPARING FOR COMPETENCY-BASED INTERVIEWS

PREPARATION IS KEY TO EXCELLING IN COMPETENCY-BASED INTERVIEWS. HERE ARE SEVERAL TIPS TO HELP YOU GET READY:

1. **REVIEW THE JOB DESCRIPTION:** IDENTIFY THE KEY COMPETENCIES THE EMPLOYER IS LOOKING FOR AND REFLECT ON YOUR EXPERIENCES THAT ALIGN WITH THESE SKILLS.
2. **PRACTICE YOUR RESPONSES:** USE THE STAR TECHNIQUE TO PREPARE ANSWERS TO COMMON COMPETENCY-BASED QUESTIONS. REHEARSE WITH A FRIEND OR IN FRONT OF A MIRROR TO BUILD CONFIDENCE.
3. **RESEARCH THE COMPANY:** UNDERSTAND THE COMPANY'S VALUES AND CULTURE. TAILOR YOUR ANSWERS TO DEMONSTRATE HOW YOUR COMPETENCIES ALIGN WITH THEIR MISSION.
4. **BE HONEST AND AUTHENTIC:** CHOOSE REAL EXAMPLES FROM YOUR PAST EXPERIENCES. AUTHENTICITY RESONATES WITH INTERVIEWERS AND BUILDS TRUST.
5. **STAY POSITIVE:** EVEN IF DISCUSSING A NEGATIVE EXPERIENCE, FOCUS ON WHAT YOU LEARNED AND HOW YOU GREW FROM IT.

## CONCLUSION

**COMPETENCY BASED INTERVIEW QUESTIONS ANSWERS** ARE A POWERFUL TOOL FOR CANDIDATES TO SHOWCASE THEIR SKILLS AND EXPERIENCES IN A STRUCTURED MANNER. BY UNDERSTANDING THE NATURE OF THESE INTERVIEWS, PRACTICING THE STAR TECHNIQUE, AND PREPARING THOROUGHLY, YOU CAN SIGNIFICANTLY ENHANCE YOUR CHANCES OF SUCCESS. REMEMBER, THE KEY IS TO PRESENT YOUR EXPERIENCES CONFIDENTLY AND RELATE THEM TO THE COMPETENCIES THAT ARE MOST RELEVANT TO THE ROLE YOU ARE APPLYING FOR. WITH DEDICATION AND PREPARATION, YOU CAN TURN COMPETENCY-BASED INTERVIEWS INTO AN OPPORTUNITY TO SHINE.

## FREQUENTLY ASKED QUESTIONS

### WHAT ARE COMPETENCY-BASED INTERVIEW QUESTIONS?

COMPETENCY-BASED INTERVIEW QUESTIONS ARE DESIGNED TO ASSESS A CANDIDATE'S SKILLS, ABILITIES, AND BEHAVIORS IN RELATION TO SPECIFIC JOB COMPETENCIES. THEY TYPICALLY REQUIRE CANDIDATES TO PROVIDE EXAMPLES FROM THEIR PAST EXPERIENCES TO DEMONSTRATE HOW THEY HAVE SUCCESSFULLY HANDLED SITUATIONS RELEVANT TO THE ROLE.

### HOW SHOULD I PREPARE FOR COMPETENCY-BASED INTERVIEW QUESTIONS?

TO PREPARE FOR COMPETENCY-BASED INTERVIEW QUESTIONS, REVIEW THE JOB DESCRIPTION TO IDENTIFY KEY COMPETENCIES REQUIRED FOR THE ROLE. USE THE STAR METHOD (SITUATION, TASK, ACTION, RESULT) TO STRUCTURE YOUR RESPONSES, AND PRACTICE ARTICULATING RELEVANT EXAMPLES FROM YOUR PREVIOUS WORK EXPERIENCES.

### CAN YOU PROVIDE AN EXAMPLE OF A COMPETENCY-BASED INTERVIEW QUESTION?

SURE! AN EXAMPLE OF A COMPETENCY-BASED INTERVIEW QUESTION IS: 'DESCRIBE A TIME WHEN YOU HAD TO WORK UNDER PRESSURE. WHAT WAS THE SITUATION, AND HOW DID YOU HANDLE IT?' THIS QUESTION ASSESSES YOUR ABILITY TO MANAGE STRESS AND DELIVER RESULTS IN CHALLENGING CIRCUMSTANCES.

## WHAT IS THE STAR METHOD AND HOW IS IT USED IN RESPONSES?

THE STAR METHOD IS A STRUCTURED APPROACH TO ANSWERING COMPETENCY-BASED INTERVIEW QUESTIONS. IT STANDS FOR SITUATION, TASK, ACTION, AND RESULT. CANDIDATES DESCRIBE THE CONTEXT (SITUATION), THEIR RESPONSIBILITIES (TASK), THE STEPS THEY TOOK (ACTION), AND THE OUTCOME (RESULT) OF THE EXPERIENCE TO PROVIDE CLEAR AND CONCISE RESPONSES.

## HOW CAN I EFFECTIVELY SHOWCASE MY COMPETENCIES DURING AN INTERVIEW?

TO EFFECTIVELY SHOWCASE YOUR COMPETENCIES, CHOOSE EXAMPLES THAT HIGHLIGHT YOUR RELEVANT SKILLS AND EXPERIENCES. BE SPECIFIC ABOUT YOUR CONTRIBUTIONS, FOCUS ON MEASURABLE OUTCOMES, AND TAILOR YOUR EXAMPLES TO ALIGN WITH THE COMPETENCIES THE EMPLOYER IS SEEKING. PRACTICE DELIVERING YOUR RESPONSES CONFIDENTLY.

## WHAT SHOULD I DO IF I DON'T HAVE A SPECIFIC EXAMPLE FOR A COMPETENCY-BASED QUESTION?

IF YOU DON'T HAVE A SPECIFIC EXAMPLE, CONSIDER DISCUSSING A RELEVANT HYPOTHETICAL SITUATION OR HOW YOU WOULD APPROACH A SIMILAR SCENARIO. ALTERNATIVELY, YOU CAN DRAW FROM EXPERIENCES IN DIFFERENT CONTEXTS, SUCH AS VOLUNTEER WORK OR ACADEMIC PROJECTS, TO DEMONSTRATE APPLICABLE SKILLS AND COMPETENCIES.

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## *Lost Competency Certificate...PLEASE HELP - gunsite.co.za*

Apr 4, 2017 · Re: Lost Competency Certificate...PLEASE HELP : ( Originally Posted by swartkobus Hi All, So in 2012 I received my competency certificate from SAPS. This was the ...

## Further Competency - GunSite South Africa

May 1, 2015 · Re: Further Competency Dont expect your further competency to be quicker than a normal competency. Mine was handed in on the 3rd November and was accepted in at CFR ...

## *Competency at CRC so what's next - GunSite South Africa*

Re: Competency at CRC so what's next Just hope it will be quick this time cause its 3months nw since may.

## **Competency Certificates - GunSite South Africa**

Dec 3, 2012 · Competency Certificates Maybe this needs a separate posting, but i am still puzzled by competency certificates. SAGA had a circular saying your competency expires on the same ...

## Competency Renewal - gunsite.co.za

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