COMPETENCIES & INTERVIEW QUESTIONS

Example behavioral interview questions to practicing using the STAR method

Competency	Definition	Examples of Behavioral Interview Questions
Engagement		
Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	Tell me about a time when you did not communicate well. How did you correct the situation? Describe a time when you effectively communicated something difficult to a supervisor. Describe the most effective written document, report, or presentation you completed. What made it effective and why are your particularly proud of it? Describe a situation when you were able to guide your interactions with a person or group by effectively "reading" the situation. Tell me about a time when you had to "sell" an idea to your peers or co-workers. How did you do it, and did they "buy" it? Describe a time when you kept other individuals informed about projects or things that impacted their job or role. Tell me about a time when you communicated technical or field-related information to individuals outside of your area of expertise. Describe a time when you disagreed with your supervisor.
Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	Tell me about at time when building a successful relationship was difficult. What strategies did you employ and what was the result? Tell me about a time when you demonstrated valuing someone who had a different opinion than you. Give an example of how you built and maintained a professional relationship. Describe how you have contributed to your organization's, department's, or employer's goals. Tell me about a time when you worked on a team. What was your role and how did you ensure you met your commitments to the team? Describe a time when you took personal accountability for a conflict and initiated contact with the individual(s) involved to explain your actions.
Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	Describe a time when you helped a group capitalize on everyones strengths. Give a specific example of how you helped create an environment where differences are values, encouraged, and supported. Describe when you initiated a connection with someone from another culture. Tell me about a time when you delegated work to others. How did you decide what to delegate to different individuals? Tell me about the most successful group or team experience. What made it successful, and how have you worked to replicate the experience? Describe a time when you built or helped build motivation or enthusiasm around a goal. Give an example of a time when the result of listening to a team member resulted in solving a problem or achieving a goal. Tell me about a time when you wokred with a group on establishing a plan to reach a goal.

Innovation			
	Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.	What things have you done to become better qualified for your career?
			Tell me about a time when you needed to learn a new skill. How did you go about developing this skill?
			Describe a major change that occurred in a role you held. How did you adapt to this change?
			Tell me about a situation in which you had to adjust to changes over which you had no control. How did you handle it, and in looking back, would you do anything differently?
			What do you do when priorities change quickly? Give an example of when this happened.
			Describe a time when you failed and had to demonstrate resilience.
			Tell me about a time when you adjusted your style or approach when it was not meeting the objectives.
			Give an example when you took initiative or went above and beyond. What was the outcome?
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	Describe a time when you made a suggestion to improve the work in an organization/company/etc…
			Tell me about a time when you were particularly effective at prioritizing tasks and completing a project on schedule.
			Describe a time when you had to analyze information and make a recommendation. What kind of thought process did you go through and what was your reasoning behind your recommendation?
			Describe a situation where you had a number of alternatives to consider. How did you go about choosing one?
			Describe a time when you came up with a creative or innovative solution/idea/project/report to a problem.
			Tell me about a time when you or a team you were on was caught off guard by an unforeseen problem or obstacle.
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.	Describe a challenge you had in solving a technical problem. How did you solve it, and how did you know what software or tools you needed?
			Tell me about a time when you sought out the opportunity to learn a new piece of software or tool. How did you become proficient using it?
			Give an example of a time where you introduced someone else to a new technological approach to solving a problem.
			Tell me about how technology played a role in a previous experience. How did you feel about using the technology? What other technologies would have been helpful?
			Provide an example of when you had to change how you approached your work to adapt to using new technology. What were the challenges and opportunities the new technology brought to your work?
			Describe a situation where you had to troubleshoot a technology problem.
			Tell me about a time when you approached your supervisor to recommend implementing new software or tools. What did you see as the pro's and con's?

Professionalism			
	Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.	What challenges did you face in a previous job or leadership role and how did you hand them? What was the most competitive work situation that you have experienced? How did you handle it? What was the result? Tell me about a time when you disagreed with a manager or boss. How did you handle the situation, and in looking back, would you do anything different? What kinds of decisions are the most difficult for you? Describe one. What is something you have done in the past to contribute towards a positive work environment how how did you know it would be considered positive? Describe a time when you recognized and overcame your biases. Tell me about a time when you were under extreme pressure. How did you handle the situation?
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	Give a specific example of a time when there was no rule or precedent to help you attack a problem. Tell me about a time when you worked in a situation where the rules and guidelines were not explicit. How did you accomplish the task and what things did you take into consideration that helped guide your decision making process? Describe a situation when you were in a moral or ethical dilemma. Give an example of how you have acted with integrity in a work environment Tell me about a time time you had to handle a tough problem which challenged fairness or ethical issues. On occasion we are confronted with peers being dishonest. Tell about such an occurrence and how you handled it.
	Brand	Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.	Tell me about a time when you sought out feedback from others. What did you learn about yourself? Describe a situation where you worked with the same group of people for an extended period of time. How would they describe your strengths and areas for improvement? Give an example where you adjusted your approach to working with a team after receiving feedback from a peer or co-worker. Tell me about how you decided who to ask to serve as your references for this position. Describe what has impressed you about a previous supervisor or colleague and how you have tried to emulate that quality in your work. Tell me about a time when you put specific things in place to ensure your words met your actions.

Competency & Definition			Brainstorm Additional Interview Questions
Engagement	**Communication**	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	
	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	
	Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	
Innovation	**Adaptability**	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.	
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.	
Professionalism	**Self-Awareness**	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.	
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	
	Brand	Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.	