

COMPETENCY BASED QUESTION EXAMPLES

Explain how you plan the writing of a report.

What do you know about our company?

Explain a situation when conflict and differences were a positive driving force.

Talk about a time you made a decision and you changed your mind?

Describe a time when you had to deal with conflict in a team.

How did you hear about our company?

Tell me when you have seen conflict leading to a negative outcome.

How do you manage upwards?

How did you make your most recent big decision?

What are the main challenges facing businesses?

What is the decision you have put off for the longest? Why?

Describe a time when you had a fundamental disagreement with a senior person.

When have you had to make a decision without knowledge of the full facts?

Why do you want to work at this company?

When did you last make a decision too quickly and got it wrong?

What is the biggest change you have had to deal with and how did you cope?

Explain a last time you had to change your approach halfway through following new input to a project.

How do your skills make you suitable to working at this company?

Have you ever had to change your approach part way through a task?

Explain a time you went against established policy, and how did you handle it.

When was the last time you were asked to do something you had never attempted before?

What can you offer to our company?

Describe a situation where you influenced others on an important issue.

Tell me about a time when your communication skills made a difference to a situation.

When have you had to lie to achieve your aims?

Tell me about a time when you faced adversity.

Discuss a time when you showed integrity.

Discuss a time when you won someone over who was reluctant or unresponsive.



Have you ever been asked to do something you objected to?

Explain a time when you demonstrated resilience.

What would you do if your boss asked you to do something illegal?

Describe a time when you explained something complex to a colleague.

Tell me about a time when you inspired a team.

What is your biggest success?

Have you faced reluctance from a team to accept the direction you were setting?

What is the worst communication situation you have experienced?

Give an example of when you have worked under pressure.

What is your biggest failure?

In what conditions do you do your best work.

How do you prepare for an important meeting.

When was the last time you were upset with yourself.

Talk about a time when you worked in an effective team.

What makes you frustrated or impatient.

Describe a situation when you failed to communicate appropriately.

Explain a time you were a member of a team and what did you contribute.

Describe a time when you have had to deal with a conflict.

Have you ever worked in a dysfunctional team?

How do you vary your communication approach according to your audience?

Describe a time when you have to deal with an opposing view.

Discuss a time when you had to change your communication style.

Talk about a time when you communicated a message you know was correct to someone who was wrong and reluctant to accept your point of view.

Discuss an example of when you have taken on board someone else's idea.

When have your listening skills proved crucial to an outcome.

Tell me about a time you had to build a relationship with someone new.

Discuss a time when you had to summarise complex points.

When was the last time you chose to learn something new or develop a new skill?

Explain how your written reports differ from an oral presentation.

