

# Interview Questions

You should seek to ask clear, concise and open questions. You can then follow up with additional probing questions to source further information.

**A bad question would be:**

Are you a good team player?

**A good question would be:**

Tell us about a time where you have worked effectively as part of a team to achieve a positive outcome, what did you do?

**You could then probe to source further information or clarification:**

- What was your role?
- How did you support your team?
- What was the outcome?
- What would you do differently if faced with the same task again?

## Illegal questions:

It is important to avoid asking any question that relate to the 7 protected characteristics (age, disability, marriage/civil partnership, race, pregnancy and maternity, religion or belief, sex or sexual orientation)

## Example Interview template

Each question is marked out of 4, there are two questions for each competency. The total score is out of 32.

1	2	3	4
Does not meet job requirements	Partially meets – some gaps	Meets requirements	Exceeds requirements

Date of interview & job title	
Interview panel	
Candidate name	

## Explain to candidate:

- Introductions and interviewer roles - build rapport to put candidate at ease
- Timings of interview – 45 minutes
- Format of interview - competency based interview questions: we are therefore looking for the candidate to provide examples which may come from their education/studies, work experience and/or personal interests and hobbies, encourage candidates to provide as much information as they can and to be specific about what they did and how they did it in their examples

Motivation and drive	Answer	Positive indicator
Why did you choose your degree subject?		Uses their initiative and works well independently
What aspects have you most enjoyed?		
What have you done beyond your course to develop your knowledge?		
		Score:
Why have you decided to pursue a career in this area?		Eager to learn and get involved
What is your understanding of what the person in this role does? Why does this interest you?		
		Score:
Commercial awareness	Answer	Positive indicator
Why would you like to work for us?		Understands the customers, market and business priorities
What research have you conducted?		
What do you consider to be our USP?		
		Score:
What do you see as the biggest challenge facing our industry?		Able to accurately analyse and make sense of complex data or information
Why do you think that is such a challenge?		
What do you think our business should be doing to respond to the challenge?		
		Score:

Teamwork	Answer	Positive indicator
<p>Tell us about a time you disagreed with a team you were working in on the best way forward. How did you resolve this?</p> <p>Why did you disagree?</p> <p>How did you work with the team to find a solution?</p>		Able to build effective trusting relationships with a variety of people
		Score:
<p>Tell us about a time where you worked effectively as part of a team to achieve a positive outcome and what you did?</p> <p>What was your role?</p> <p>How did you support your team?</p> <p>What was the outcome?</p>		Offers support and help to colleagues
		Score:
Attention to detail	Answer	Positive indicator
<p>Give me an example of where a strict, challenging deadline had to be met and something went wrong. How did you react?</p> <p>How did you manage your time?</p> <p>What did you prioritise?</p> <p>How did you manage quality?</p>		Takes ownership and responsibility for their work
		Score:
<p>Describe a time when you had to communicate a complex issue to an audience?</p> <p>Why was the issue complex?</p> <p>How did you communicate the issue?</p> <p>How did you tailor your message to the audience?</p>		Gets the details right and targets content to audience
		Score:

Total Score:

/ 32