



What This Tool Does

This tool helps you assess how candidates approach tasks, organize information, and respond to situations relevant to the role. It provides a structured way to observe competencies that may not be fully demonstrated through applications or interviews.

When to Use It

- After interviews, when additional evidence is needed and observing how work is approached would be more informative than additional interview questions
- When key competencies are difficult to assess through conversation alone
- When comparing candidates with similar interview performance
- When aiming to strengthen confidence in hiring decisions
- A virtual format may be used. If virtual, avoid written answers to reduce reliance on typing or the use of AI tools.

What You'll Do

- Select 5-6 competencies to observe
- Present a short, role-relevant scenario
- Ask candidates to explain how they would approach the situation
- Observe how they organize tasks, make decisions, and communicate
- Record observations using a simple scoring approach
- Focus on how the work is approached, not technical perfection

Instructions:

- Select one or more simulations to use
- Share the scenario(s) with the candidate
- Ask them to talk through their approach
- Use the score sheet to guide your evaluation

Each simulation takes approximately 10–15 minutes



Competencies to Observe

Select 5-6 priority competencies to observe during the simulation.

These should come from your **Choose the Right Competencies Template** and may be informed by interview findings.

Selected Competencies for This Simulation:

Tip: Choose competencies that are difficult to assess reliably through conversation alone (e.g., planning, judgment, coordination, communication).



Scenario Design Guidance

The simulation scenario should be based on real tasks from the role.

A strong scenario:

- Reflects day-to-day work
- Includes incomplete or competing information
- Allows more than one reasonable approach
- Can be completed within 10–15 minutes

Scenario Title

Scenario Context

Short description of the setting:

2-4 tasks, requests, or pieces of information:

1-2 notes that introduce urgency, ambiguity, or competing priorities:



Candidate Task

Ask the candidate to:

- Review the information provided
- Organize or prioritize tasks
- Identify any risks or issues
- Describe who they would communicate with and why
- Explain what actions they would take next and talk through their reasoning
- Draft a short written or verbal update, if relevant

Encourage the candidate to talk through their thinking as they work.

Competency Match Score Sheet

Purpose

This score sheet is used to record observable behaviours demonstrated during the simulation.

Score each competency once, based on overall evidence demonstrated during the exercise.

When scoring candidate responses, utilize the following rubric:

*** 1 = Limited evidence | 2 = Some evidence | 3 = Strong evidence***

Ensure that you use the same questions for each interview and utilize the key competencies and skills identified in the previous Competency Match tools.



Competency #1:

What to look for:	Score (1-3)

Competency #2:

What to look for:	Score (1-3)



Competency #3:

What to look for:	Score (1-3)

Competency #4:

What to look for:	Score (1-3)



Competency #5:

What to look for:	Score (1-3)

Competency #6:

What to look for:	Score (1-3)



Overall Interview Assessment

Subtotal (Max depends on number of competencies assessed):_____

After the Simulation

Once the candidate completes the exercise, the employer should complete the Competency Match Score Sheet, thank the candidate, and use the score sheet alongside résumé and interview information to make hiring decisions.

The score sheet helps clarify:

- Where competencies are clearly demonstrated
- Where evidence remains partial or unclear

Fairness and Consistency

To support fair and consistent use the same scenario and score sheet for all candidates for the role. Allow the same amount of time for each candidate. Focus on how work is approached, not personal style or familiarity.

Next Step

Move on to the Run Structured Interviews interactive tool