



What This Tool Does

This tool helps you conduct structured, competency-based interviews using consistent questions and scoring criteria. It supports more reliable comparisons across candidates.

When to Use It

- After shortlisting candidates
- When conducting interviews for the same role
- When aiming to improve consistency across interviewers
- When interview outcomes have been difficult to compare

What You'll Do

- Select competencies to assess during the interview
- Ask consistent, competency-based questions
- Evaluate responses using a simple scoring approach
- Record key evidence to support hiring decisions

Role / Job Title:

Use a clear, commonly understood title that reflects the work being done. Avoid internal jargon where possible.



Competency-Based Behavioural Interview Questions

The questions below provide a consistent behavioural structure that allows interviewers to clearly name or embed the competency being assessed (e.g., communication, planning, documentation accuracy) while encouraging detailed, evidence-based responses.

When asking each question:

- Name the competency explicitly or reference it clearly in the question
- Ask the same questions for all candidates
- Listen for specific actions, decisions, and outcomes, not general statements
- Avoid yes/no follow-ups or hypothetical answers

When scoring candidate responses, utilize the following rubric:

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

Optional Probing Prompts:

Use neutral prompts if more detail is needed:

- What was your specific role in that situation?
- What actions did you take?
- How did you decide what to do next?
- What was the outcome?
- What would you do differently next time?



Competency #1:

Questions to ask	Score (1-3)

Competency #2:

Questions to ask	Score (1-3)



Competency #3:

Questions to ask	Score (1-3)

Competency #4:

Questions to ask	Score (1-3)



Competency #5:

Questions to ask	Score (1-3)

Competency #6:

Questions to ask	Score (1-3)



Overall Interview Assessment:

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

Based on résumé and application materials, does the candidate demonstrate sufficient evidence to proceed? Is the candidate a strong skill fit, partial skill fit, or were there skill gaps noted within the application?

Key Evidence Observed:

Competencies Requiring Further Assessment (if any):

Next Step

Move on to the Run Structured Interviews interactive tool