**Interview Question Bank**

**Starting the interview and put the candidate at ease:**

* Can you tell us a little about yourself?
* Can you talk us through your CV / application form, highlighting the experience most relevant to the post you are applying for?
* What do you know about the University?

**Strengths Based Questions**

Strengths based question are designed to focus on candidates strengths and what they enjoy, rather than just what they can do.

The main benefit of strengths based questions is that they allow you to get to know the real individual – they provide a deeper insight to the candidate. Competency interviews assesses whether someone can (or could) do the job, usually by asking for an example of when they have done something in the past. Instead a strengths approach allows you to assess someone’s motivation to do it.  There is no right or wrong answer to a strengths based question.

Questions you can ask:

* What energises you?
* Describe a successful day at work. What would have happened?
* What is the part of your current role that interests you the most?
* What do you believe you are good at?
* What has been your most significant achievement?
* What are you most proud of?
* What is your favourite thing to do outside of work?
* What or who inspires you?
* What is the most important thing do you when looking for a new role?
* What gives a job purpose for you?
* What doesn’t get done on your to-do list?
* What de-energises you at work?
* What would others describe as your key strengths? How does that compare with what you feel are your strengths?
* What do you do to keep up to date in your field?
* What do you believe are your biggest development areas and why? What have you done about them in the last year?
* How would we get the best out of you?

**Competency Based Questions**

Competency based interview questions ask candidates to give examples of work they have done previously that aligns to the work required by the job they are applying for. Competency based questions should be aligned to the role profile. The idea behind competency based interview questions is that past performance can indicate the potential for future success.

Remember! Competency based questions can be practiced. You may need to ask probing questions to get sufficient detail. Try asking ‘tell me more about that’ or ‘tell me more about your specific role’. The context of the example (such as the organisation or circumstances) will be relevant – you may need to ask follow up questions here too such as ‘what did you learn’, ‘what would you do differently if you did that again’ or ‘how would you transfer that to the university’ to check whether the competency is deeply held.

Questions you can ask include:

* Give me an example of when you have lead a project. What was your role and what do you believe was the main success?
* Tell me about a time that you had a challenging deadline to meet. What happened – how well did you meet the deadline?
* Give me an example of dealing with a difficult customer or colleague. What were the circumstances and what did you do?
* Describe a situation where you have played a key role in a team. What was your role and what did you achieve?
* Tell me about a time when you required to come up with a new solution to a problem. What were the circumstances and what did you do?
* Give me an example of a presentation that you have delivered. What was the topic and what feedback did you receive?
* Tell me about a time where you have introduced a new approach, or changed typical ways of working.
* Give me an example of a challenge you have faced at work. What was it and what did you do?
* Tell me about a time that you have used data to solve a problem at work. What was the data and how did you analyse it?
* Tell me about a time you have had to persuade and influence someone to your point of view. What happened? Were you successful?
* Tell me about a time when you have worked as part of a successful team? What did you achieve together?
* Tell me about a time you have had to implement something you disagreed with. What did you do?
* Tell me about the activities you have undertaken recently do develop your skills and knowledge?
* Can you tell me about a time that you have performed above and beyond the requirements of your role. What did you do? What feedback did you receive?
* Give me an example of where you have had to have a difficult conversation at work. How did you approach it?
* Tell me about the last time you had to make a significant decision. How did you decide on the best course of action?
* Give me an example of introducing a new approach or initiative at work. How did you go about this?

**Questions for people managers**

* How would you describe your leadership / management style?
* What do you think your team would say about you when you are not in the room?
* What would you like your team to say about you when you are not in the room?
* What are the best things about leading a team of people?
* What is your approach to developing others?
* Give me an example of when you have led a successful team. What made them successful?
* Give me an example of dealing with under performance in your team.
* Tell me about a challenging time in your role as a manager. What was challenging and what did you do?
* Give me an example of dealing with a difficult or sensitive issue within your team. What was it and what did you do?
* Tell me about a time when you have had to use your communication skills to best effect with your team. What were the circumstances and how successful were you?
* Can you give me an example of a time when you have had to resolve conflict?
* Explain how you currently develop your team. What do you have in place in your current role to ensure people perform at their best?
* Give me an example of leading or implementing change. What did you do? How successful do you feel that you were?

**Questions about starting successfully**

* How would you approach building credibility within your team in the first few weeks and months?
* What would your 30 / 60 / 90 day plan be if you were appointed?
* What would you want to achieve in your first 30 days?
* What goals would you set yourself?
* What key contribution would you make if you came to work with us?
* What would you want from me as your manager if you came to work for us?
* Why do you want this role? Why do you want to work for us?
* Why do you believe you are the most suitable person for this role?