

## Competency based interview question samples

コンペタンシーの中でも比較的面接で使用頻度の高い3つを選び、成功、失敗例を挙げさせる質問をつけてみました。それぞれに CAR を使って答えを作ってください。失敗例 (Q2) にはそこから何を学んだか、次回はどうかを付け加えること。大雑把な答えができたならコンペタンシーの下に記してある挙動基準を参照してそれらの行動が含まれるように答えを調整してください。全部の挙動基準を満たす必要はありませんが、最低でも基準半分以上を面接の答えの中に入れる必要があります。

### Competency; Teamwork

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise
- Is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Q1 Describe a situation in which you were a member of a team. What did you do to positively contribute to it?

Q2 Tell us about your experience as leader or member of a working team that did not deliver the expected results.

### Competency; *Planning & Organizing*

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary-Uses time efficiently.

Q1 What opportunity have you had to plan and organize a big event/project?

Q2 Tell us about an occasion where you faced obstacles in the implementation of a project.

### Competency; *Client Orientation*

- Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view
- Establishes and maintains productive partnerships with clients by gaining their trust and respect;
- Identifies clients' needs and matches them to appropriate solutions
- Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems
- Keeps clients informed of progress or setbacks in projects-Meets timeline for delivery of products or services to client.

Q1 Describe a situation when you were successful in meeting clients' expectations.

Q2 Give us an example of a time when you failed to meet clients' needs.