



## Three Steps for How to Create Competency Behavioral-Based Interview Questions:

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

**Bottom line:** You want to get a better picture of what a candidates thinks, feels, how s/he has reacted and what results that have been achieved in the past. This is one of the best ways to determine how if the candidate is a fit to what the job needs for success.

### **Example: For the Attitude, Ability & Competence Skill – Action Oriented:**

**Step 1:** Pick a competency from your Superior Performance Hiring Worksheet.

- *Attitude, Ability & Competence Skill - Action Oriented*

**Step 2:** Review the definition of that competency. (Tips #19 & 20)

- ***Action Oriented – Performs work with energy and drive; takes quick decisive action when an opportunity presents itself.***

**Step 3:** Add a situational statement to the definition:

- ***Tell me about a time in your work where you had to take quick decisive action...what did you do and what was the outcome.***
- ***What do you like and dislike about having to make quick decisions?***
- ***Please provide specific examples of times when you had to make many quick decisions and take action when an opportunity presented itself...***



**Interview Question Creation Work Sheet:**

*Page 2*

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

QUESTION:

=====

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

QUESTION:

=====

**Interview Question Creation Work Sheet:**

*Page 3*

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

QUESTION:

=====

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

QUESTION:

=====

**Interview Question Creation Work Sheet:**

Page 4

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

QUESTION:

=====

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

QUESTION:

=====



**Interview Question Creation Work Sheet:**

Page 5

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

QUESTION:

=====

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

QUESTION:

=====



**Interview Question Creation Work Sheet:**

Page 6

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

QUESTION:

=====

Step 1: Pick a competency from your Superior Performance Hiring Worksheet.

Step 2: Review the definition of that competency. (Tips #19 & 20)

Step 3: Add a situational statement to the definition:

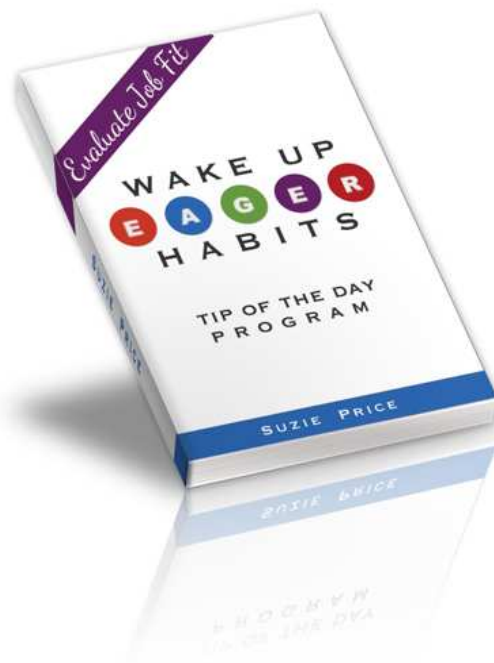
- ***Tell me about a time where you...***
- ***Explain how you have handles a situation where you...***
- ***What did you like/dislike about...***
- ***Describe the outcome...***
- ***Give me a specific example of a time when you had to...***
- ***How important is...***

QUESTION:

=====



## The Best Hiring Practices & Sales and Leadership Interview Questions: 70 How to Hire Right-Tips



More Information Here:

<http://tinyurl.com/70hire-right-tips>

Created by: Suzie Price

[suzie@pricelessprofessional.com](mailto:suzie@pricelessprofessional.com)

[www.pricelessprofessional.com](http://www.pricelessprofessional.com)