



Sample Competency-Based Behavioral Interview Questions

Acts with Integrity

(trust & respect, utilization of university resources, work ethic)

- Describe a time when you observed an issue and took initiative to resolve it rather than relying on someone else to handle the situation.
- Tell me about a time when you volunteered to take responsibility for a project or task. What was the result?
- Describe a situation in which you chose to be honest, even though there was a possibility of experiencing negative outcomes as a result of your honesty.
- Have you ever encountered a situation where you discovered an error or mistake in your work? How did you address it, and what did you learn from the experience?

Communicates Effectively

(Active listening, conflict management, verbal/written communication)

- Share an instance when you needed to adapt your communication approach to suit your audience. Outline the specific adjustments you made, and explain how you gauged the effectiveness of these changes.
- Describe a situation from your experience when you encountered a conflict with a team member and how you managed it.
- How would you go about making a complex issue more straightforward when you need to convey it to a colleague or another stakeholder?
- Describe a situation where your effective communication contributed to the strengthening of a relationship. Explain the key factors that rendered your communication successful in that situation.

Learns & Shares

(Finding & applying knowledge, learning agility, sharing & contributing, University knowledge)

- What does it mean to you to be a lifelong learner? How do you demonstrate this in your professional life?
- Describe a time when you put your needs aside to help a colleague understand a task. Explain the steps you took to assist them. What was the result?
- How do you ensure that your knowledge and skills remain up to date given the continuous changes in our industry?
- Tell us about a time when you collaborated with a team to finish a project. What accomplishment in that project are you particularly proud of?

Makes Sound Decisions

(Critical thinking, judgment & decision making, process improvement)

- Share a process you created in your workplace to improve efficiency. Explain how you developed it and the outcomes you've observed as a result.



- Describe a time when you had to persuade your supervisor or team member to consider an alternative approach in order to solve a problem.
- Tell me about a recent decision you made. What criteria did you use in making that decision? What kinds of time frames did you have to consider?
- Give an example of a time when you had to be relatively quick in coming to a decision. What was the situation, the impact, and the outcome?
- How do you involve your manager and/or others when you make a decision?

Serves Others

(Cooperation & teamwork, service orientation)

- Describe a positive and professional relationship you have had with a colleague. Why did you work well with this person? What challenges did you have to overcome?
- How have collaborative relationships positively impacted your work performance? Please share an example of a situation where working with others yielded a better outcome.
- What do you consider your strengths and weaknesses when it comes to relationship management?
- Tell us about a time you worked with a team and you found it rewarding. What made it successful?
- Tell us about a time you received constructive feedback. Describe the context of the situation and your response to it.

Champions Innovation

(Change Management, Innovation)

- Tell me about your most significant professional achievement that you take the most pride in.
- Tell me about a time when you integrated diverse resources or viewpoints to develop fresh ideas or alternative approaches.
- Describe a time when you had to reallocate resources, time, and effort because of a shift in priorities.
- Tell me how you go about encouraging new ideas to your colleagues or team members.

Supervise Others

(Coaching & Delegation of work, Performance Management, Staff Development, Staff Morale)

- How do you go about setting goals and objectives for yourself/your team?
- Tell me about a time when you supported an employee in improving their performance through constructive feedback.
- How do you address a situation where an employee's performance falls short of expectations? Could you provide a specific example of how you've handled this type of situation in the past?
- Share a situation where you had to communicate difficult or challenging news, Describe how you handled the situation and the outcomes that followed.
- How would you describe your leadership style?



- Describe a situation where you helped motivate someone to improve their performance? What was the result of your efforts?
- Tell me about a time when you recognized or rewarded an individual or group for their achievements and contributions to the organization.

DAR Interview Inquiry Guide and Values Based Question Bank

Servant Leadership

- What is exciting to you about working for the University of Georgia?
- Describe your management style.
- What is your personal mission statement?
- What is exciting to you about supporting philanthropic initiatives for the University of Georgia?
- In team settings, how do you get results without causing burn out? Give me an example.
- Tell me some of the specific things you have done to ensure that your team worked collaboratively with other teams in the organization/University? What did you do? What were the results?
- Tell me about a time when you had to communicate an unpopular management decision to your team. How did you go about delivering this information?
- Tell me about a time when you had your greatest success in building team spirit. What specific results did the team accomplish?
- Give me an example of how you recognize and encourage good work. How do you hold people accountable for poor performance?
- Tell me about a time when it was necessary to confront a negative performance or attitude in your team. What actions did you take and what was the outcome?

Innovation

- Describe a time when you saw a problem and took the initiative to correct it rather than waiting for someone else to address it.
- Tell me about your proudest professional accomplishment.
- Tell me about a time when you went “above and beyond” to accomplish a task.
- Sometimes teams get off track when working toward their goals. Describe a time when this happened and you were able to help your team get back on track. What did you do?

Commitment to Each Other

- Describe a close working relationship you have (or have had) with a professional colleague. Why did you work well with this person? What challenges did you encounter?
- Describe a time when you struggled to build a relationship with someone important. What steps did you take and what was the outcome?
- How do you involve your manager and/or others when you make a decision?
- How do you go about setting goals and objectives for yourself and/or your team?
- Give me an example of a time when you thought you were going to miss an approaching deadline. What did you do? What was the outcome?



- Describe a time when you were balancing competing priorities. How did you navigate the situation to achieve your desired outcomes?
- Tell me about the most challenging group you have had to work with. How did you get them to cooperate? Were you successful and why?
- Describe a time when you had to adjust your communication style to your audience. What specifically did you do and how did you determine it helped?

Embody the Values

- Describe a recent important decision that you had to make. If you had the chance to make this decision again, would you make the same choice?
- Describe your ideal company culture. What three characteristics does it have?
- Tell us about a time when you failed at something. How did you respond?