



DCSI ASO 2 Graduate Project Officer Behavioural Interview Example

***This is an example of what a panel could use when interviewing

Candidate Name:	
Date:	
Panel Members:	

Rating Scale

1	2	3	4	5
Very low level of proficiency, no demonstration of most behaviours/ negative behaviours strongly evident	Low. Few behaviours demonstrated. Several behaviours not demonstrated. Some negatives. Development needed	Acceptable level of proficiency. Some evidence of most behaviours provided. Some not demonstrated. No strong negative indicators.	High. Strong evidence of most of the behaviours. No negative behaviours	Very High. All Behaviours demonstrated strongly. Hard to see how could do any better.

Running the Behavioural Interview

- Greet the applicant and introduce yourself
- Thank them for their time to attend the selection process.
- Explain the interview’s purpose, which is - to obtain more information about how you operate at work in relation to the selection criteria for the position(s).
- Indicate that the candidate will be talking most of the time and that you will be taking notes.
- Clarify that the time allowed for the interview is limited and that you may interrupt the candidate if their answer is not providing the right type of information or prompt for further information as required.
- If candidate is nervous, reassure them and build rapport during motivational questions.
- Ask the candidate if they are comfortable to proceed with the interview.

Ending the Interview

- Ask the applicant if they have any questions (Make notes of their questions).
- Thank the candidate for their time.

QUESTIONS ASKED BY CANDIDATE



1. MOTIVATIONAL QUESTIONS

(a) What interests you about this position?

(b) What do you view as your interpersonal strengths in terms of performing in this role?

Criteria that the panel are looking for
Demonstrate enthusiasm for the role Has proactively researched the organisation prior to the interview Able to identify the link between previous work and the requirements of the role Demonstrates an understanding of the position List majority of desired qualities: <ul style="list-style-type: none"> Professionalism Initiative Flexibility Good decision making skills Committed to corporate directions and values Embraces changes Compliant with work procedures, policies and protocols

Rating

1.	2.	3.	4.	5.
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2. RESEARCHING & PROBLEM SOLVING

QUESTION:

Give an example of a problem that you have analysed and researched to devise an appropriate solution

- What was the situation/problem?
- How did you gather/interpret data to identify and solve the problem
- What steps you took to implement your solutions
- What was the outcome?

Situation: Task: Action: Result:

RESEARCHING & ANALYSING	PROBLEM SOLVING
<ul style="list-style-type: none"> Identifies appropriate resources Understands resource availability Monitors data integrity Analytical thinking Draws conclusions Implementing Solutions 	<ul style="list-style-type: none"> Evaluates information Establishes multiple relationships Recognises key issues Uses resources Lateral thinking Formulates and implements recommendations

Rating: Researching & Analysing

1.	2.	3.	4.	5.
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Rating: Problem Solving

1.	2.	3.	4.	5.
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3. SELF MANAGEMENT/MANAGING WORKLOAD

QUESTION:

Describe a situation where you were required to prioritise your workload in order to meet a tight deadline?

- What did your workload comprise of?
- What were your timeframes to complete your work?
- How did you prioritise your tasks to manage your time/resources effectively?
- What was the outcome?

Situation: Task: Action: Result:

SELF MANAGEMENT <ul style="list-style-type: none"> • Demonstrates capability to manage stress • Manages the unexpected • Acts on their own initiative • Works autonomously • Copes with the new approach • Employs a different approach 	MANAGING WORKLOAD <ul style="list-style-type: none"> • Establishes objective • Priorities tasks • Manages change • Monitors progress • Meets deadlines • Evaluates outcomes
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Rating: Self Management

1.	2.	3.	4.	5.
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Rating: Managing Workload

1.	2.	3.	4.	5.
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4. PROJECT DESIGN, MANAGEMENT AND IMPLEMENTATION

QUESTION:

Give an example of a project you have designed, developed, managed and implemented?

- What were the project goals?
- What resources did you use to manage your project?
- How you developed and implemented your project?
- What outcomes were achieved?
- What would you do differently next time?

Situation: Task: Action: Result:

PROJECT DESIGN & IMPLEMENTATION <ul style="list-style-type: none"> • Identifies project goals • Carries out research • Identifies stakeholders • Prioritises tasks • Develops action plan • Implements action plan 	PROJECT MANAGEMENT <ul style="list-style-type: none"> • Monitors/manages progress • Manages the unexpected • Manages change • Meets deadlines • Demonstrates capability to manage stress • Evaluates outcomes
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Rating: Project Design & Implementation

1.	2.	3.	4.	5.
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Rating: Project Management

1.	2.	3.	4.	5.
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Situation: Task: Action: Result:

<p>PROJECT DESIGN & IMPLEMENTATION</p> <ul style="list-style-type: none"> • Identifies project goals • Carries out research • Identifies stakeholders • Prioritises tasks • Develops action plan • Implements action plan 	<p>PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> • Monitors/manages progress • Manages the unexpected • Manages change • Meets deadlines • Demonstrates capability to manage stress • Evaluates outcomes
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Rating: Project Design & Implementation

1.	2.	3.	4.	5.
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Rating: Project Management

1.	2.	3.	4.	5.

5. Describe a time when you had to use your written and verbal communication skills to present information?
Consider the information that was communicated, the medium you used and your target audience.

1.	2.	3.	4.	5.

6. Talk to us about your design portfolio and explain what IT systems you used and how you went about it.

1.	2.	3.	4.	5.