

CAREER READINESS COMPETENCIES AND INTERVIEW QUESTIONS

COMPETENCY	DEFINITION	EXAMPLES OF INTERVIEW QUESTIONS
CRITICAL THINKING	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information	<p>When have you used good judgement and logic to solve a problem?</p> <p>Have you had to make a difficult decision and what was your reasoning behind that decision?</p>
COMMUNICATION	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization	<p>Describe a time you were able to influence someone's opinion.</p> <p>Share a time when you felt misunderstood and how you communicated. What did you learn from it?</p>
TEAMWORK	Build and maintain collaborative relationships to work effectively toward goals. Appreciate diverse viewpoints and shared responsibilities	<p>Describe a team project you worked on. What was your role and impact?</p> <p>How have you contributed to an organization's mission?</p>
TECHNOLOGY	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals	<p>Share a time you were challenged with technology and how you overcame it.</p> <p>Have you had to pivot and change your work style to adopt a new technology? Why?</p>
LEADERSHIP	Recognize and capitalize on personal and team strengths to achieve organizational goals	<p>Share a recent example of a time you showed initiative and took the lead on a project.</p> <p>Describe a time you delegated tasks to others. How did you disseminate the tasks?</p>
PROFESSIONALISM	Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the community and workplace	<p>Share a time you achieved a goal and the steps you took to achieve it.</p> <p>Explain when you have gone above and beyond to accomplish an initiative or project.</p>
CAREER & SELF DEVELOPMENT	Proactively develop oneself and career via personal and professional learning, awareness of strengths and weaknesses, navigate career opportunities and build network	<p>Do you believe your experiences and education prepared you for your career? Why?</p> <p>Share a professional accomplishment you are proud of.</p>
EQUITY & INCLUSION	Demonstrate awareness, attitude, knowledge, and skills to equitably engage different cultures. Challenge anti-racist practices in systems, structures, and policies	<p>Describe a time you recognized and overcame your own bias.</p> <p>Share a time you demonstrated inclusivity of others.</p>