

human™

TOP 10

**COMPETENCIES
FOR SUCCESSFUL
HIRING**



Effective interviewing is key to identifying candidates who not only meet the technical requirements of a role but also align with the organization's culture and long-term goals. This resource provides targeted, high-impact questions for evaluating the top 10 competencies critical to hiring success.

These questions are designed to uncover a candidate's skills, behaviors, and potential, offering deeper insights into their ability to thrive within your team. By leveraging this guide, interviewers can foster more focused, consistent, and insightful discussions that lead to confident hiring decisions.

1

Role-Specific Expertise

- Can you describe a project or task where your technical expertise directly impacted its success? What role did you play, and what was the outcome?
- How do you stay updated with the latest trends and advancements in your field? Can you give an example of how you've applied this knowledge?
- Describe a time when you faced a technical challenge in your work. How did you approach it, and what was the result?

2

Problem-Solving and Critical Thinking

- Tell me about a complex problem you faced at work. How did you identify the root cause, and what steps did you take to solve it?
 - Can you share an example of a situation where your solution to a problem differed from what others suggested? How did you gain buy-in?
 - Describe a time when you had limited information but needed to make an important decision. How did you approach it?
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3

Communication Skills

- Share an example of a time when you needed to communicate a difficult message. How did you deliver it, and what was the result?
- Can you describe a situation where your communication helped bridge a gap between two different teams or perspectives?
- Tell me about a time when you had to explain a complex idea to someone without technical expertise. How did you ensure they understood?

4

Teamwork and Collaboration

- Describe a time when you worked with a team to achieve a common goal. What was your role, and how did you handle any conflicts?
 - Can you share an example of how you contributed to a project's success by collaborating with team members who had different working styles?
 - Tell me about a situation where you stepped in to support a teammate. What motivated you, and what was the outcome?
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5

Leadership and Influence (for leadership roles)

- Share an example of a time when you led a team through a challenging situation. How did you inspire and guide them?
- Can you describe a situation where you influenced a group or individual to adopt your idea or perspective? What approach did you use?
- Tell me about a time when you identified a leadership gap within your team. How did you address it?

6

Adaptability and Learning Agility

- Describe a situation where you were faced with significant changes at work. How did you adapt, and what did you learn?
- Can you share an example of a time when you needed to learn a new skill or process quickly? How did you go about it?
- Tell me about a time when you had to juggle multiple priorities with shifting deadlines. How did you ensure everything was handled effectively?

7

Emotional Intelligence

- Can you describe a time when you navigated a challenging interpersonal situation at work? How did you handle it?
- Tell me about a situation where you needed to show empathy toward a colleague or team member. What was the outcome?
- Describe a time when you had to manage your emotions under pressure. How did you stay composed and focused?

8

Initiative and Drive

- Share an example of a time when you went beyond your job responsibilities to accomplish something important. What motivated you?
- Tell me about a situation where you identified an opportunity for improvement within your team or organization. What actions did you take?
- Describe a time when you set an ambitious goal for yourself. How did you achieve it, and what was the result?

9

Cultural Fit & Values Alignment

- Can you describe a time when you navigated a challenging interpersonal situation at work? How did you handle it?
- Tell me about a situation where you needed to show empathy toward a colleague or team member. What was the outcome?
- Describe a time when you had to manage your emotions under pressure. How did you stay composed and focused?

10

Customer Focus or Stakeholder Orientation

- Share an example of a time when you went beyond your job responsibilities to accomplish something important. What motivated you?
 - Tell me about a situation where you identified an opportunity for improvement within your team or organization. What actions did you take?
 - Describe a time when you set an ambitious goal for yourself. How did you achieve it, and what was the result?
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