

# NAILING COMMON INTERVIEW QUESTIONS

The Talent Place

Career Coaching & Outplacement



## Competency-Based Interview Questions

These questions are designed to uncover how you've demonstrated specific skills, behaviours and decision-making in real-world scenarios. Employers use these insights to predict how you'll perform in the role. To deliver a clear and compelling response, it's important to structure your answer thoughtfully. Using a framework like **STAR** can be incredibly helpful—it provides a logical format that keeps your story focused and demonstrates your impact.

### Answering with the STAR Framework

**Situation** - Outline the context and background of the scenario

**Task** - Explain the specific challenge or objective you were responsible for

**Action** - Describe the steps you took, focusing on your personal contributions

**Result** - Share the outcomes, ideally with metrics or tangible impact

Example: **"Tell me about a time you led a team to achieve a challenging goal."**

**Situation:** "As a member of the executive board, I was asked to lead a complete overhaul of our recruitment strategy. We needed to hit aggressive hiring targets while reducing costs and improving candidate experience—in the midst of a highly competitive talent market and tight internal resources."

**Task:** "My goal was to redesign our approach to talent acquisition to deliver 80 hires within six months—without compromising quality or candidate engagement and while cutting third-party spending."

**Action:** "I built a dedicated candidate experience team to improve retention, formed an internal recruitment function to reduce reliance on agencies, introduced a fast-track interview model, upgraded our tech stack for better communication and launched a referral programme to engage existing staff."

**Result:** "We reduced time-to-hire by 58%, cut recruitment costs by 23%, improved candidate withdrawal rates, and cleared pre-employment checks more efficiently. Ultimately, we hit the 80-hire target on time, and those hires contributed to revenue growth from £4.3m to £14m."

For added impact, consider opening your response with a guiding belief or core principle and wrap up by sharing a key insight or lesson learned. It reinforces your growth and adds depth.

Rehearsing your answers several times sharpens your clarity, boosts your confidence and ensures you present yourself with credibility enabling you ready to perform at your best.

That said, avoid over-rehearsing to the point of memorising responses word-for-word—it can strip away your authenticity and dilute your personality - making you sound less natural!