Use this guide to create a structured set of questions to use with each candidate by entering your selected **Behavioral Interview Questions for the 6Cs and JSAs**. You can add your 1-2 additional interview questions in either of the two sections below, and you don’t have to include questions for each number. Make sure each candidate interviewing for an open position is asked the same set of questions.

**INTERVIEW STRUCTURE**

1. Provide a high-level description of the position. **- 5 minutes**
2. Ask candidate to walk through their work experience as it relates to the job (using resume). **- 5 minutes**
3. Ask behavioral interview and any job-specific questions. **- 30 minutes**
4. Allow time at the end for the candidate to ask you questions. **- 10 minutes**

**BEHAVIORAL QUESTIONS**

Ask the candidate to respond to the behavioral questions using STAR model.

* **S**ituation: Tell me about a time when...
* **T**ask: What did you decide to do this, and why did you decide to handle it that way?
* **A**ction: What action did you take?
* **R**esults: What results did you achieve?

***REDIRECT* if candidate explains what they *usually do* instead of providing a specific example from the past.**

Use **PROBING QUESTIONS** for clarification and detail.

* Why did you do that in that way?
* How did the customer react?
* When did this happen?
* Who else was involved?
* Tell me more / Give me an example / Lead me through the process.

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| **RATING** | **SCORE** | **DEFINITION** |
| **Exceeds Requirements**  | **3** | Demonstrates competency accurately and consistently in most situations with minimal guidance. Many good examples.  |
| **Meets Requirements**  | **2** | Demonstrates competency accurately and consistently on familiar procedures and needs supervisor guidance for new skills. Some good examples.  |
| **Below Requirements**  | **1** | Demonstrates competency inconsistently, even with repeated instruction or guidance. Few good examples.  |
| **Significant Gap**  | **0** | Fails to demonstrate competency regardless of guidance provided. No good examples.  |

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| **QUESTION** **(Value & 6Cs)** | **INTERVIEWER NOTES** |
| 1. **Big Hearted/ Customer Focus**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |
| 1. **Big Hearted/ Collaboration & Teamwork**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |

|  |  |
| --- | --- |
| 1. **Thorough/ Communication**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |
| 1. **Thorough/ Creativity & Innovation**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |
| 1. **Invested/ Credibility**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |
| 1. **Invested/ Commitment to Compliance**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |

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| --- | --- |
| **QUESTION (JSAs)** | **INTERVIEWER NOTES** |
| 1. **Job Knowledge & Technical Skills**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |
| 1. **Quality of Work**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |
| 1. **Effective Use of Time**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |
| 1. **Safe Work Habits**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |
| 1. **Dependability**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |
| 1. **Adaptability**
 |  |
| **Exceeds Requirements****3** | **Meets Requirements****2** | **Below Requirements****1** | **Significant Gap****0** |

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| **ADDITIONAL NOTES** |
|  |

 **FINAL SCORE AND RECOMMENDATION**

|  |  |
| --- | --- |
| **TOTAL POSSIBLE POINTS** |  |
| **TOTAL POINTS GIVEN** |  |
| **RECOMMEND FOR HIRE? (Y/N)** |  |