

BEHAVIOUR-BASED INTERVIEW PACKAGE

CANDIDATE NAME:	
POSITION:	
LOCATION:	
INTERVIEWER NAME:	
DATE:	

1. REVIEW THE CANDIDATE'S WORK-RELATED EXPERIENCE AND CAREER OVERVIEW

- Make the applicant feel comfortable. Be sure to establish rapport with the candidate (Ex. talk about the weather, a recent sporting event, or something going on locally in the news)
- Introduce each member of the interview panel, their name, and title/position

Tell us about yourself. Why are you interested in this position?

Take us through your resume and tell us how your experience and training relate to this position.

What have you done to further your development in the last 2 years?

The next portion of the interview will be behaviour-based interview questions to determine how well your behaviours match to the core competency levels of the role you have applied for.

You will be asked to share several recent situations or events. We will ask you to provide details about:

- The situation and what lead up to it
- The task (what you needed to do)
- The actions you took
- And the results or outcome of the situation – how did it end up?

We want to be able to understand what you did, said, thought and felt. Please speak in first person – focus on using “I” instead of “we” as it is important that we know exactly what **you** said or did.

We may interrupt you from time to time to gather details. Please feel free to pause to take a moment to think, or ask us to repeat the question.

Do you have any questions?

Advocacy is the desire and determination to champion a cause or issue, and try to get others to support it. It recognizes the importance of amplifying the voices of the person/family and creating space for them to advocate on their own behalf.

Question:

Situation	Give a brief overview of the situation. What led up to the situation? Who was involved?
Task	What happened first/next? What were your specific tasks or responsibilities? Tell more about how you did that.
Actions	What happened next? What did you do/say? Why did you do that? What were you thinking?
Results	What was the result/outcome of the situation? How did you feel?
Select Key Behaviours Demonstrated: ☐ 1) Emerging – Recognize when advocacy needs to happen. ☐ 2) Evolving – Takes action to advocate ☐ 3) Leading – Strategize and adapts to audience ☐ 4) Influencing – Uses complex influence strategies for collective advocacy	Who can validate this example? Validated: ☐ Yes ☐ No

Building Relationships is about intentionally collaborating to develop meaningful relationships with people supported, co-workers, families, community partners and other stakeholders. It is about seeking opportunities to create collaborative partnerships to meet mutual goals. From a sustainability perspective, building relationships is about fostering past relationships, understanding the current context and how to ensure reciprocal satisfaction. It also means anticipating future possibilities of partnerships.

Question:

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Actions	What happened next? What did you do/say? Why did you do that? What were you thinking?	
Results	What was the result/outcome of the situation? How did you feel?	
Select Key Behaviours Demonstrated: ☐ 1) Emerging – Establishes positive relationships ☐ 2) Evolving – Growing collaborative relationships ☐ 3) Leading – Builds networks ☐ 4) Influencing – Creates social capital for greater good		Who can validate this example? Validated: ☐ Yes ☐ No

Championing Change and Innovation is about being flexible and adaptable to changing environments in order to work effectively with various people and groups. It involves an open mindset to understand, appreciate and empathize with different and opposing perspectives. It is about having a clear vision for change, and communicating this in a way that all people are included and understand what the change means to them. It involves demonstrating a personal commitment to change through actions and words.

Question:

Situation	Give a brief overview of the situation. What led up to the situation? Who was involved?	
Task	What happened first/next? What were your specific tasks or responsibilities? Tell more about how you did that.	
Actions	What happened next? What did you do/say? Why did you do that? What were you thinking?	
Results	What was the result/outcome of the situation? How did you feel?	
Select Key Behaviours Demonstrated: ☐ 1) Emerging – Accepts the need to be flexible ☐ 2) Evolving – Adapts and adjusts the approach ☐ 3) Leading – Gets buy in for the change ☐ 4) Influencing – Changes the direction		Who can validate this example? Validated: ☐ Yes ☐ No

Facilitate Growth and Development *is about facilitating self-directed growth and development. It fosters self-determination and independence. It intentionally supports the long-term learning or development of others through coaching, recognition, encouragement, and feedback.*

Question:

Situation	Give a brief overview of the situation. What led up to the situation? Who was involved?	
Task	What happened first/next? What were your specific tasks or responsibilities? Tell more about how you did that.	
Actions	What happened next? What did you do/say? Why did you do that? What were you thinking?	
Results	What was the result/outcome of the situation? How did you feel?	
Select Key Behaviours Demonstrated: ☐ 1) Emerging – Provides encouragement and shares knowledge with others ☐ 2) Evolving – Creates learning opportunities for others ☐ 3) Leading – Coaches others and provides advice relative to development ☐ 4) Influencing – Champions a supportive learning environment		Who can validate this example? Validated: ☐ Yes ☐ No

Inclusive Leadership is about organizing people and processes toward accomplishing a goal. This is done through coaching, mentoring, and motivating others towards a vision, commitments, and goals. Effective leaders foster an inclusive and positive environment. Leaders consistently act and think with personal integrity, as well as with concern for, and sensitivity to, the fundamental values and ethics of the people receiving support/families, the agency/organization/sector and the profession. It includes the capacity for sound ethical judgement in a diverse and ethically complex environment, and in the face of ongoing pressures and constraints to continually promote excellence.

Question:

Situation	Give a brief overview of the situation. What led up to the situation? Who was involved?	
Task	What happened first/next? What were your specific tasks or responsibilities? Tell more about how you did that.	
Actions	What happened next? What did you do/say? Why did you do that? What were you thinking?	
Results	What was the result/outcome of the situation? How did you feel?	
Select Key Behaviours Demonstrated: ☐ 1) Emerging – Authentic Leader ☐ 2) Evolving – Participatory Leader ☐ 3) Leading – Inspirational Leader ☒ 4) Influencing – Transformational Leader		Who can validate this example? Validated: ☐ Yes ☐ No

Problem Solving & Decision Making is the demonstration of behaviours that enable one to identify and solve problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action. It involves the willingness to, and demonstration of, behaviours associated with taking a creative approach to problems or issues. It includes “thinking outside of the box” to go beyond the conventional, and to explore creative use of resources.

Question:

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Task	What happened first/next? What were your specific tasks or responsibilities? Tell more about how you did that.	
Actions	What happened next? What did you do/say? Why did you do that? What were you thinking?	
Results	What was the result/outcome of the situation? How did you feel?	
Select Key Behaviours Demonstrated: ☐ 1) Emerging – Uses an experienced-based approach ☐ 2) Evolving – Is open to new ideas/solutions ☐ 3) Leading – Solves complex challenges ☐ 4) Influencing – Drives solutions for multi-layered challenges		Who can validate this example? Validated: ☐ Yes ☐ No

Resiliency involves maintaining stamina and performance under continued stress and to act effectively under pressure. It includes bouncing back from disappointments or confrontations, and not letting them negatively influence ongoing performance. It involves keeping one's emotions under control and restraining negative responses when provoked. It includes expressing or resolving stressful situations in an appropriate way that doesn't harm self or others.

Question:

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Results	What was the result/outcome of the situation? How did you feel?
Select Key Behaviours Demonstrated: ☐ 1) Emerging – Shows self-control ☐ 2) Evolving – Demonstrates persistence ☐ 3) Leading – Models resilience ☐ 4) Influencing – Manages self in highly adverse situations	Who can validate this example? Validated: ☐ Yes ☐ No

Resource Management is the capacity to plan, effectively leverage and optimize resources (people, processes, financial resources, technology etc.). It means that resources are allocated efficiently in order to provide high quality support. This includes human resource management, which ensures that people have the right skills, capabilities, behaviours and tools.

Question:

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Actions	What happened next? What did you do/say? Why did you do that? What were you thinking?	
Results	What was the result/outcome of the situation? How did you feel?	
Select Key Behaviours Demonstrated: ☐ 1) Emerging – Understands and utilizes resources ☐ 2) Evolving – Leverages resources ☐ 3) Leading – Allocates resources ☐ 4) Influencing – Strategically administers resources		Who can validate this example? Validated: ☐ Yes ☐ No

Strategic Thinking requires initiative, which is the ability to independently decide what to do and when to do it without relying on someone else's direction for short- and long-term impacts. People who demonstrate strategic thinking take initiative to thoughtfully respond to current situations, and are able to proactively anticipate future opportunities and challenges while ensuring a person directed approach. It is understanding trends and issues, and translating these into ideas, advice and activities that impact various stakeholders.

Question:

Situation	Give me a brief overview of the situation. What led up to the situation? Who was involved?
Task	What happened first/next? What were your specific tasks or responsibilities? Tell more about how you did that.
Actions	What happened next? What did you do/say? Why did you do that? What were you thinking?
Results	What was the result/outcome of the situation? How did you feel?
Select Key Behaviours Demonstrated: ☐ 1) Emerging – Takes initiative to respond to problems and opportunities ☐ 2) Evolving – Thinks and plans ahead ☐ 3) Leading – Promotes strategic direction ☐ 4) Influencing – Develops a vision	Who can validate this example? Validated: ☐ Yes ☐ No

Valuing Equity, Diversity and Inclusion uses social competence to understand and respect the practices, customs and values of all people and cultures. It is the ability to work effectively with a diverse community and be aware of current societal issues. It involves evaluating social situations and determining what is expected or required to recognize the feeling, intentions and lived experiences of others, and to select social behaviours that are most appropriate for that given context.

Question:

Situation	Give me a brief overview of the situation. What led up to the situation? Who was involved?
Task	What happened first/next? What were your specific tasks or responsibilities? Tell more about how you did that.
Actions	What happened next? What did you do/say? Why did you do that? What were you thinking?
Results	What was the result/outcome of the situation? How did you feel?
Select Key Behaviours Demonstrated: ☐ 1) Emerging – Values and respects all people ☐ 2) Evolving – Contributes to creating a safe space for everyone ☐ 3) Leading – Creates a sense of belonging for everyone ☐ 4) Influencing – Change agent for equity, diversity and inclusion	Who can validate this example? Validated: ☐ Yes ☐ No

Ask the candidate if they have anything else they would like to share that you did not discuss in the interview.

Ask the candidate if they have any questions about the job, the organization or any other relevant questions.

When would you be available to attend an on-site visit? If you were the successful candidate, when would you be able to start in the position?

Additional notes or questions:

External interviews only:

VSC in last 8 months	☐ Yes ☐ No
Valid CPR/FA	☐ Yes ☐ No
Valid CPI	☐ Yes ☐ No
Referring employee:	

Thank you for your time today and your interest in the position. We will review all of the information and will make a selection.

SCORING SUMMARY		
Criteria		Score
Resume / Cover Letter		
Qualifications		
Training		
Reference		
Presentation		
Experience		
Scoring Total		

INTERVIEW SUMMARY			
Competencies	Ideal Level	Candidate Level	Present or Not
Advocacy	Choose an item.		
Building Relationships	Choose an item.		
Championing Change and Innovation	Choose an item.		
Facilitating Growth and Development	Choose an item.		
Inclusive Leadership	Choose an item.		
Problem Solving and Decision Making	Choose an item.		
Resilience	Choose an item.		
Resource Management	Choose an item.		
Strategic Thinking	Choose an item.		
Valuing Equity, Diversity and Inclusion	Choose an item.		
Interview Total			
General Comments (consider the following: key strengths relative to the role, any gaps or opportunities for development, any risks if the individual is hired, and any strategies for mitigating these risks)			

Onsite Meeting Notes:

Selection Recommendation: