

# NACE Competency-Based Interview Question Bank

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RESOURCE	Guide

## NACE Career Readiness and How to Bring it into Your Interviews

The National Association of Colleges and Employers (NACE) considers ‘career readiness’ the foundation from which students or recent college graduates are able to “demonstrate requisite core competencies” and sees the building of these skills as foundational to success in the workplace for college educated individuals. As a student employee supervisor, you have a great opportunity to support your working learners in their understanding, development, and strengthening of these career skills or competencies. This can begin with introducing these skills in a job description or tailoring your interview questions to touch on the skills most prevalent in your student employee position. In so doing, you are also showcasing what the student will learn during their time with your office or department and providing them the opportunity to see if they are interested in that work, can speak to these skills already, or even articulate their interest to ensure it is a hiring that results in mutual growth and development for both you and the working learner.

Below you will find each of the eight competencies in alphabetical order with their definition, as found on [the NACE website](#) and accompanying potential interview questions that align with each specific skill. Consider how you can choose and adjust these questions for your working learner opportunities.

### Career & Self Development

*Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one’s organization.*

Note: These questions can be used to break the ice with your student employee candidate as well as gain insight into their Career & Self Development.

1. Tell us about yourself.
2. Tell us a bit about your previous experiences and share how you think those different experiences can relate to this position.
3. Why are you interested in this position?
4. What do you know about our department/office/program?
5. What are your short-term and long-term career goals?
6. In what areas would you like to develop yourself further? How can this job help?
7. Tell us about an issue or topic you are particularly passionate about and how that passion impacted your career goals.

## **Communication**

*Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.*

1. Describe a time you had to use your communication skills in order to get an important point across.
2. Give us a recent example that best shows your ability to communicate effectively.
3. Describe a time you had to deal with a miscommunication and how you worked through that.
4. Tell us about a time you were able to share your thoughts or opinions with someone effectively.
5. Relate a time you have worked through conflict with another individual.
6. How have you strengthened your ability to communicate in different ways such as written, in person, over the phone, in groups, one on one, etc.?
7. Describe the most significant or impactful piece of writing you have had to complete.
8. In what ways have you actively sought out ways to continue to strengthen your communication abilities throughout your life?

## **Critical Thinking**

*Identify and respond to needs based on an understanding of situational context and logical analysis of relevant information.*

1. Tell us about a time you have had to troubleshoot a complicated problem or issue. What steps did you take and what were the results?
2. Provide an example of a time in which you had to use your fact-finding and research skills to gain information.
3. Describe a situation in which you identified a problem and explain how you resolved it.
4. Have you ever had people give you assignments without complete instructions? How did you handle it?
5. Tell us about a time when you had to clearly analyze a situation in order to make a decision.
6. Give an example of a time you had to be relatively quick in coming to a decision about something.
7. Tell us about a time you had to make an important decision. Walk us through your process in making that decision.
8. Tell us about a time you could not finish a task because you lacked information and how you handled that situation.

## **Equity & Inclusion**

*Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.*

1. What have you done in either your past job or a past experience to create a culture of inclusion?
2. How do you interact and work with people who think differently than you?
3. What kinds of experiences have you had in relating with people whose backgrounds are different than your own?
4. What skills or experiences do you possess that would enable you to communicate effectively with individuals with backgrounds different than your own?
5. How do you go about getting to know others?
6. How have you worked through situations when you disagree with another person?

## **Leadership**

*Recognize and capitalize on personal and team strengths to achieve organizational goals.*

1. Tell us about a time you have been a coach, mentor, or leader to another individual or group. What did you learn from that experience?
2. Tell us about a time you had to implement a change.
3. Describe a time you had to influence a group or an individual who was resistant.
4. Describe a time you had to serve as a leader in order to accomplish a goal or task.
5. Can you tell us about a time in which you felt you were able to motivate your peers or team?
6. Tell us about a time you had to teach someone a new skill, process, or procedure.
7. What sort of direction or support do you want from a supervisor or someone who delegates work to you?
8. Describe a time you had to set an important goal and how you succeeded in reaching it.
9. Tell us about an accomplishment you are very proud of and why it means so much to you.

## **Professionalism**

*Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.*

1. Provide us an example of how you have acted with integrity or in alignment with your values in a work or school situation.
2. How would your co-workers or classmates describe your work style?
3. Explain how you manage your time and priorities, especially when you may have conflicting due dates.
4. Define what you are looking for in a work environment you would like to work within.
5. If you saw a co-worker doing something inappropriate or against expectations, what would you do?
6. How do you like to receive feedback or praise?
7. Please tell us about a class you excelled in and the actions you took to be successful.

## **Teamwork**

*Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.*

1. Describe how you contributed to the success of a team you were a part of.
2. What role do you usually play when working in a group? Please provide an example.
3. How did you handle a time where others on your team were negative?
4. Tell us about a time you were a part of a great time. What was your part in making the team effective?
5. What do you think are the best and worst parts of working in a group?
6. Describe how you develop rapport and relationships with your peers, supervisors, customers, or teammates.
7. What is your definition of a team player?

## **Technology**

*Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.*

1. Tell us about a time you had to learn a new technology and what steps you took to best learn.
2. Describe the online tools and programs you have used in the past. What level of proficiency with those tools or programs do you possess?
3. How do you stay up to date with trends and changes in technology?
4. Tell us about how you troubleshoot problems you run into when working with technology.