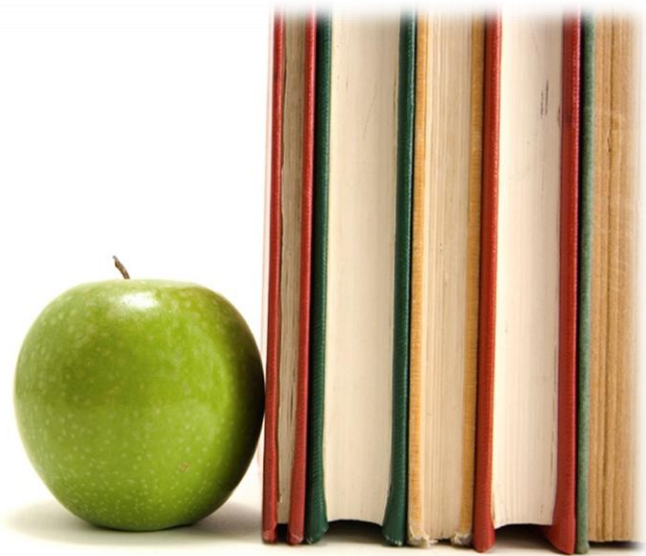


# Competency-based Interview Toolkit

Interview Guide Tailored According to Your Competency Framework



A competency-based approach to candidate selection can help your organisation make it an effective and successful investment of time, money and expertise.

Created based on the competency framework of your organisation, the Competency-based Interview (CBI) Toolkit represents an integrated, tailored solution for interview.

Optimal develops a highly flexible range of interview guides that allow organisations to focus on the competencies that are of specific importance to them during selection and development interviews.

#### Benefits of CBI Toolkit:

- Conducting highly-focused interviews which fully explore the behavioural competencies of the candidate
- Asking and probing questions that are targeted at specific competency areas and address any particular areas of concern
- Ensuring a consistent, objective interview approach for all candidates is being followed
- Saving interview preparation time

The CBI Toolkits are developed by OPTIMAL consultants using your own competency framework. The toolkits provide comprehensive interviewing guidelines on the specific set of competencies. They are designed with a user-friendly layout with easy-to-read typefaces and graphics.

#### Typical Content:

- Competency overviews and definitions
- Main interview questions and prompts for each competency
- A rating scale on the proficiency level of the competency
- A section for summary notes
- Usage guide that illustrates how to work with each of the interviewing areas

For further information or to engage OPTIMAL to develop a CBI Toolkit for your organisation, please contact our in-house consultants.