

## Competency-Based Interview Questions School of Medicine (Faculty-Specific)

<https://www.hr.utah.edu/serviceTeams/comp-based-questions-SOM.php>

### Approachable for students

Competency	Leading Question	Follow up Questions	Key Criteria
<b>Approachable for students;</b> maintains effective relationships and focuses on and meets needs of internal/external customers.	Can you tell me about a time when a student, coworker, or team member came to you with a personal problem?	What did you do to support your colleague?	Collaborator Observant of student/coworker needs Trustworthiness Patience Takes time to listen Empathetic response

### Collaboration

Competency	Leading Question	Follow up Questions	Key Criteria
<b>Collaboration;</b> freely shares knowledge, information, ideas, resources, expertise, etc.	Tell us about a job situation where you were a member of a team and had information and resources that would be beneficial to other members of the group.	How did you communicate it?  What resulted from your efforts?	Good communicator Shares information Team player Networker Leader Recognizes others' input, ideas and skills Open to change

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### Interpersonal

Competency	Leading Question	Follow up Questions	Key Criteria
<b>Interpersonal;</b> Receptive to input from others and uses diplomacy and tact when providing input and direction.	Give an example of a time when you had to give directions to a co-worker who was not performing well in his or her job.	How did you communicate the issues?  What happened?  How did it impact your relationship with the co-worker?  What would you do differently if you had to do it over?	Good communicator Diplomacy Discretion Professionalism Good manager Leader Sensitivity Recognizes others' input, ideas and skills Open to change

### Leadership; ability to model expectations in personal behavior

Competency	Leading Question	Follow up Questions	Key Criteria
<b>Leadership;</b> ability to model expectations in personal behavior.	Describe a time you were asked or saw the need to be a mentor for a peer, intern, resident or fellow colleague.	How did your mentorship help to grow your trainee?  What method or tools of mentorship did you use to demonstrate desired behavior?	Willingness to take on a leadership type of role Demonstration of desired behavior Methods of communication

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### Leadership; demonstrates understanding of systems approach to thinking

Competency	Leading Question	Follow up Questions	Key Criteria
<b>Leadership;</b> demonstrates understanding of systems approach to thinking.	Describe a time when management implemented a new policy or protocol with which you disagreed.	How did you communicate your concerns?  Was the policy or protocol changed?  Why?  How did that make you feel?	Seeking understanding of policy and process Willingness to adapt Evidence of higher level systems thinking

### Organizational skills

Competency	Leading Question	Follow up Questions	Key Criteria
<b>Organizational skills;</b> gets the job done with accuracy, thoroughness, efficiency, and consistency.	Tell us about a work-related project that you lead or were involved in.	What were the deliverables?  How did you manage your action items?  What was the outcome? Were the deadlines met?  What was the impact of your contributions?  What did you learn from the experience?  What (if anything) would you have done differently?	Attention to detail Committed to quality Organizational skills Fiscally responsible Efficient Consistent Timely Good planning Resourceful Considers and seeks input from customers Seeks input from others Delegates Motivates Leadership/Management

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### Research; demonstrates understanding of role of principal investigator

Competency	Leading Question	Follow up Questions	Key Criteria
<b>Research;</b> demonstrates understanding of role of principal investigator.	Describe one of your most extensive research projects.	<p>What were the expectations of the sponsor?</p> <p>What, if any, amendments were required for successful completion?</p> <p>In what journals or publications were your research published?</p>	<p>Understanding national research protocols and polices</p> <p>Organizational skills of data and reporting requirements</p> <p>Understanding of University policies and procedures</p> <p>Demonstrates collaborative efforts with research team</p>

### Research; understands principles of obtaining competitive grants

Competency	Leading Question	Follow up Questions	Key Criteria
<b>Research;</b> understands principals of obtaining competitive grants.	Tell us about some of the grants that you have applied for and received.	<p>What data was required in order to complete the application?</p> <p>Who did you involve in the process of determining an idea and preparing the application?</p> <p>Did you meet budgeted and research goals?</p>	<p>Organizational skills</p> <p>Committed preparation time</p> <p>Collaboration amongst team members</p>

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### Teaching; ability to present technical data in effective manner

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<b>Teaching;</b> ability to present technical data in effective manner.	Please describe a presentation (e.g., Grand Rounds etc.) you facilitated or lead.	Describe your presentation style.  What tools or resources were incorporated into your presentation?	Preparation time Organizational skills Utilization of teaching tools

### Teaching; maintains an open mind and works well with others in interdisciplinary and team teaching

Competency	Leading Question	Follow up Questions	Key Criteria
<b>Teaching;</b> maintains an open mind and works well with others in interdisciplinary and team teaching.	Tell us about a time when you were required to adopt a new process or procedure.  How did you go about learning and teaching it to others?	How did you help resolve the concerns of others about the process change?  How did you measure success and ensure compliance for the new process?	Adaptability to change Methods to communicate change to others Opportunities to get buy in from others Motivating team buy in