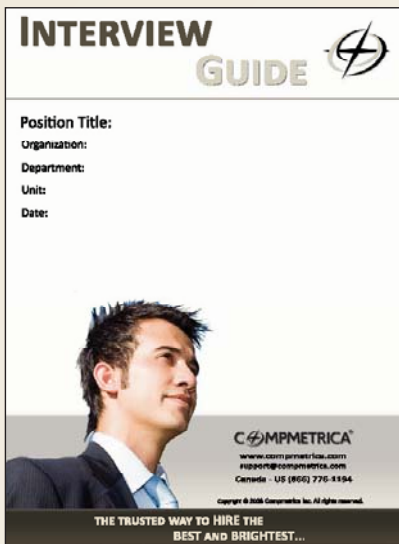


COMP METRICA Interview Builder



The use of a structured interview is one of the most valid and reliable ways in conducting personnel selection. Using the **COMP METRICA Competency Profiler** generator, you can design online, at a low cost, and in less than 10 minutes, a complete professionally designed structured interview including situational and behavioural questions that will assess the most relevant competencies associated with the position to be filled. Four steps will allow you to build your structured interview, starting with the identification of the position followed by the identification of the competency profile. All structured interviews are developed using the professionally recognized **COMP METRICA Competency Model**.

Description

- All structured interviews are developed using the professionally recognized **COMP METRICA Competency Model**.
- Four easy steps will allow you to build your structured interview:
 - Identify the position
 - Identify the competency profile
 - Select the interview questions
 - Choose your interview options
- You can either build your interview by using the **COMP METRICA Competency Profiler** or directly select the competency profile.
- Each question is specifically related to one of the following job levels:
 - Senior Manager
 - Manager / Supervisor
 - Professional / Technician
 - Administrative Support / Blue Collar

Target Population

- All organizations that value the use of structured interview questions in the selection and management of their human resources.

Conditions

- The **COMP METRICA Interview Builder** is only available on the Compmetrica Web site. This tool can be developed by using the **COMP METRICA Competency Profiler** or by directly selecting the competency profile.

Qualifications

- No specific qualifications are required to use the **COMP METRICA Interview Builder**.

Presentation of the Structured Interview Builder

Structured Interview | Compmetrica Competency Model | Number 47 | **Ability to Manage Human Resources**

Able to implement procedures used to create a positive and productive work environment and to obtain, develop, and maintain a work force that efficiently and effectively strives toward the achievement of the organization's goals

- ◆ Puts in place human-resources based activities and mechanisms that are in line with the organization's strategic direction
- ◆ Promotes the training and development of human resources
- ◆ Recruits qualified employees who efficiently and effectively carry out the organization's activities
- ◆ Promotes constructive and harmonious work relationships
- ◆ Implements procedures that create a harmonious and task-focused work environment
- ◆ Ensures that employees are properly recognized and fairly compensated

Behavioural Question DEM47-803A-0034EN

Can you provide us with an example of a situation in which you were asked to develop an action plan which had a major impact on the human resources in your organization?

- For example, a situation in which you promoted and implemented sound human resources practices to deal with low morale and productivity in your organization.
- For example, a situation in which you were asked to develop an action plan in order to improve recruiting, training and development strategies.

Sub-questions

General and technical	
<input type="checkbox"/>	What were the circumstances?
<input type="checkbox"/>	What were your responsibilities in this situation?
<input type="checkbox"/>	What mechanisms did you use to communicate the changes to your employees and ensure their buy-in?
<input type="checkbox"/>	What challenges did you face when implementing your solutions? What would you have done differently?
Cognitive	
<input type="checkbox"/>	What approach did you use to determine the appropriate actions to undertake in this particular situation?
<input type="checkbox"/>	What elements did you take into consideration when developing your strategy?
<input type="checkbox"/>	What actions can be taken unilaterally as a manager to ensure a positive and productive work environment?
<input type="checkbox"/>	Please discuss the importance of recruiting a qualified workforce. What are the key factors to consider?
Social	
<input type="checkbox"/>	In the work context, what characteristics do you believe a manager must possess to be effective?
<input type="checkbox"/>	Do you believe an organization's corporate culture influences the manner in which employees work? Do you believe this to be a positive or negative occurrence? Please explain.
<input type="checkbox"/>	Do you change the manner in which you manage employees depending on the situation? Please explain.
<input type="checkbox"/>	What level of importance do you place on establishing a warm and friendly work environment? At what point does this practice hinder your ability to manage effectively?
Emotional	
<input type="checkbox"/>	How do you deal with the employees' emotional reactions to your actions?
<input type="checkbox"/>	How do you feel when part of your action plan may have a negative impact on the organization?
<input type="checkbox"/>	How do you feel when you realize that you might have to manage a major change in the organization?
<input type="checkbox"/>	How do you ensure that your emotional state (e.g., upset, anxious or nervous) does not affect your performance?



Behavioural questions are supported by sub-questions designed to assess the general/technical, cognitive, social, and emotional aspects of the competency.

Situational questions are provided with a series of performance indicators which describe the behaviours expected for each scenario.

Structured Interview | Compmetrica Competency Model | Number 25 | **Ability to Establish Effective Teams**

Forms cohesive, balanced, and goal-oriented work groups

- ◆ Forms teams by taking into account each person's individual characteristics
- ◆ Promotes coherence and unity by ensuring a continuous exchange of information among team members
- ◆ Fosters synergy by focusing on the diversity among team members' profiles, strengths, and weaknesses
- ◆ Implements the conditions required to develop a motivated and productive work group
- ◆ Assigns roles and responsibilities by taking into account team members' current and future abilities
- ◆ Gives the team the responsibility to make its own decisions

Situational Question DEM25-507A-0034EN

Senior management has asked you to recruit members within your organization to establish a multidisciplinary team for a cross-cutting organizational project. Your Vice-President is new to the organization and is having difficulty finding and selecting the appropriate team members for the task. She has approached you since you have worked with a variety of members in the organization for several years on an array of projects.

When structuring the project, you have decided to build two teams; the first team will be comprised of content and policy experts, while the other will be comprised of members who have an IT background and who will be working on developing the database and structure of the online system.

In the past, members in these multi-disciplinary teams have had trouble communicating with one another, specifically, understanding each other (e.g. technical terms, jargon, etc.). Also, cliques tend to form within the teams based on their expertise which leads to members keeping vital information from one another. You have decided to reorganize the teams in order to deal with these issues.

Considering the situation:

- What actions will you undertake in order to select the appropriate members for this team? What elements will you take into consideration when selecting these members?
- What actions will you take to improve communication and reduce the likelihood of conflict between members in your teams?
- What resources will need to be at the team's disposal in order to ensure that they attain their mandate?

Behaviours expected

		Weak					Strong							
		1	2	3	4	5	1	2	3	4	5			
a	Conducts research on the abilities and knowledge of employees in the organization that have potential of being part of the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Builds teams based on individual strengths and weaknesses and takes into account the diverse skills of team members when building the multi-disciplinary team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Ensures that team members are given the appropriate tasks and clear objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Provides an environment that is conducive to team work and plans specific activities to increase team cohesion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	Ensures that the necessary resources (e.g., human, administrative, financial, etc.) are in place in order for the teams to be able to achieve their mandate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f	Ensures that standards are being respected but leaves the responsibility to the team to make their own decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g	Other pertinent answers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Score:												/30		

