

## **ADVICE TO CANDIDATES – BEHAVIOURAL INTERVIEW**

This advice has been prepared to assist candidates who attend a behavioural interview at Hydro Tasmania.

During the behavioural interview you will be asked a number of questions which address all or some of the Hydro core competencies required for the position. The competencies and their descriptions are:

**1. Manages problems**

Analyses the cause of problems in a logical manner. Produces logical solutions to problems, productively prevents problems from occurring, learns from past mistakes and thinks ahead

**2. Manages personal work priorities**

Organises self at work to always achieve to expectation or above. Works in an organised and methodical manner. Sets and meets own work objectives. Strives to improve own performance

**3. Influences**

Able to influence others

**4. Shows leadership**

Takes responsibility and is accountable for own work. Models high standards of performance and wins trust

**5. Participates, leads or facilitates work teams**

Plays a prominent part in motivating, mentoring, coaching and developing team members, and in achieving team cohesion and targets

**6. Communicates and establishes effective workplace relationships**

Able to gather and receive information and ideas and convey information to others using appropriate methods, networks and sharing

**7. Demonstrates business acumen**

Displays a well developed consideration of the bottom line in everything that is done. Knows and understands the business

**8. Facilitates change and innovation**

Able to adapt to and work effectively within a variety of changing situations. Supports and drives change

**9. Develops and maintains a safe working environment**

Ensures that the workplace meets safety requirements set down in legislation, standards and in the organisation's policies and practices. Promotes and monitors a safe workplace environment

**10. Provides quality customer service**

Helps and provides service to customers inside and outside the Hydro. Recognises who the customers are and develops a customer service culture

**11. Displays technical or professional competence**

Possesses the professional or technical skills needed to perform the duties, tasks and responsibilities detailed in the position description

To prepare for your behavioural interview, you should focus on your past achievements at work and think about individual examples where you have displayed the above competencies. You may wish to bring notes into the interview to assist you - this is quite legitimate.

You will be allowed a reasonable amount of time to talk about your achievements and remember, when giving examples of your past experiences, talk about what you have actually done.