

Interview Question Design Proforma

Structured template for **designing competency-based interview questions**, probes, evidence indicators, and scoring anchors for IsDB selection and assessment use.

How to use this form

- Complete one proforma per competency and role family, or per competency cluster where a common question set is appropriate.
- Questions should elicit evidence of demonstrated behaviour (not opinions, intentions, hypothetical views).
- The strongest questions anchor the candidate in a real situation, surface the action taken, and test the outcome, judgment, and learning.

1. Interview Context and Competency Scope

Role / Position		Function / Department	
Job Grade / Level		Assessment Stage	Shortlist / Panel / Final
Competency Domain	Technical / Behavioral / Cross-functional / Organizational	Target Competency	
Interviewers / Panel		Date / Version	

2. Competency Definition / Intended Behaviour

Write the competency in behaviour terms. It should begin with an action verb and indicate what effective behaviour looks like in-role.

3. Why This Competency Matters at IsDB

State why the competency is important for selection quality, capability, values, risk reduction, stakeholder standards, or performance outcomes.

4. Core Interview Question Design

Primary question stem	Draft the main competency question. Use a past-behaviour format where possible: “Tell us about a time when...”
Purpose of question	What specifically is this question intended to test?
Follow-up probes	List 4–6 probes to test clarity, depth, judgment, ownership, outcomes, and learning.
Unsuitable question risks	Note any risks to avoid: hypothetical phrasing, double-barrelled wording, leading the candidate, over-complexity, weak fit to role.
Evidence sources expected	Examples: interview narrative, work examples, portfolio/documentation, panel observation, reference triangulation.
Fairness / bias check	Confirm the question is role-relevant, clear, non-leading, culturally fair, and not dependent on insider knowledge.

5. Evidence Indicators

Indicator Type	What Good Evidence Looks Like	Warning Signs / Weak Evidence
Situation		
Action / behaviour		
Outcome / result		
Reflection / learning		

6. Rating Anchors for Interview Assessment

Score	Assessment Band	Anchor Description
1	Insufficient evidence	Little or no relevant example; unclear ownership; weak relevance to competency; evidence unreliable or largely theoretical.
2	Below expected	Some relevant evidence but fragmented, superficial, overly prompted, or weak on judgment, action, or outcome.
3	Meets expected standard	Clear and relevant evidence of competent behaviour, reasonable ownership, sound decisions, and credible outcomes.
4	Strong	Convincing and well-structured example; strong judgment; good self-awareness; positive outcome and clear value to role/context.
5	Outstanding	Highly credible, specific, and reflective evidence; strong impact; excellent judgment; exemplary standard for the competency.

7. Panel Use Notes

- Each interviewer should score independently before panel discussion.
- Use probes consistently and record evidence, not impressions only.
- Distinguish between confidence of delivery and quality of evidence.
- Where evidence is weak, note whether the issue is relevance, depth, ownership, or outcome.

8. Live Use Summary (Optional Quick Sheet)

Question used	
Key probes used	
Candidate evidence summary	
Observed strengths	
Observed risks / gaps	
Provisional rating (1–5)	
Follow-up / validation needed (yes/no/NA)	