Core Competency Interview Question Database





Contents

General Information 2	
Overview	:
Database Security	;
Security Notice	;
User Interface	ŀ
Primary Screen Elements 4 The Ribbon 4 Question Library Selector 4 Question Editing 5 Question Library Notes 6 Record Navigation 6	
Library Reports	,
Active vs. Inactive Questions	, , ,
Filtering Data	;
Checkbox Field Filters	
Question Library Management9)
Default Question Library))
Database Settings 10	,
Administrator Passwords)

General Information

Overview

This application is designed to assist in the curation of interview questions based on the UC Systemwide Core Competency Model. It contains a standardized Master Question Bank that serves as the foundation for the creation of one or more user-defined Question Libraries.

Question Libraries can be managed by any user. Each is uniquely named and serves to assemble question sets for specific interview purposes.

 Master Question

 Bank

 Question Library

 Question Library

The Master Question Bank is managed by the authorized administrators at each campus.

Distribution and Hosting

The database is a standalone file that can be copied and replicated. This will create distinct instances of the database that can be provisioned to individual users or user groups as determined by each campus.

Instances of the database can be stored on individual workstations in standalone use cases, or on a shared network server drive in multi-user environments. Cloud service hosting (SharePoint, Box, Google Drive) is not supported.

System Requirements

Microsoft 365 Apps for Enterprise Windows 11

Database Security

Security Notice

Opening the database may cause the dialog box illustrated below to display due to security settings on your computer. If that occurs, make note of the indicated File Path and close the database. The file you downloaded must be unblocked using the steps outlined below.

Microsoft	Access Security Notice	?	×
	potential security concern ha	s been id	entified.
Microsoft source of	has blocked macros from run this file is untrusted.	ning beca	ause the
File Path:	C:\Users\jsmith		
This file mi computer. operation?	ght contain unsafe content tha Do you want to open this file or	t could ha r cancel th	irm your ie
More infor	mation		
		Ca	incel

- 1. Navigate to the folder on your computer where the file was downloaded.
- 2. Rather than opening the file, right-click on the icon and select Properties.
- 3. Check the Unblock checkbox and click the OK button. When the file is double-clicked, a similar message to the one shown above will display, but will now include the option to open.

Security:	This file came computer and help protect thi	from another might be blocked is computer.	to Unblock	
		ОК	Cancel	Apply

Organizational Use Verification

Each time the database is opened, the prompt illustrated below will appear. Responding "Yes" provides access to the database. Responding "No" will close the application.



User Interface

Primary Screen Elements

The illustration below depicts the interface used for managing and editing Question Libraries.

•			Core Competency Interview Question Database		Keith Samsell		-	o x
File Database								
Cut Copy Paste Clipboard	elete ecord As Re	Sort cending De	Zub First Pervisors Next Last Find Filter Toget Toget ABC Sort Search Search Filter Toget Toget Check Spell					^
Edit Question Libraries ×								
UNIVERSITY OF CALIFORNIA	Core Ques	Competen	rcy Interview Question Database y Default Library				%	
		Active	Question	Contributor	Manager	Com	petenc	ies ^
Question Editor	•		Describe a time when you volunteered to expand your knowledge at work, as opposed to being directed to do so.			A		
Import Question Bank			When was the last time you asked for direct feedback from someone senior to you? Why?			A		
Import Question bank			Give an example of when you had to give some difficult feedback to another person. How did you handle it and what was the result?			A	В	
Library Report			Describe a work process that you have improved. How did you know improvement was needed and how did you go about making the improvement? What were the results?			A		
Database Settings	_		We all have limitations that can interfere with our success. Tell us about one of yours and how you overcame it to be successful on a specific task or project.			A		
			Tell us about the last time you gave positive feedback to a direct report. What were the circumstances and how was it received?			A	В	
This is the default question			How frequently do you give reinforcing feedback to your team and/or direct reports? Provide an example.			A	В	
library. Its contents are based on the master			Describe a decision you made or a situation that you would have handled differently if you had to do it over again.			A		
question bank published			When you have been made aware of a problem in your work performance, what was your course of action?			A		
with this database.			Tell us about a time when your supervisor/co-workers gave you feedback about your work/actions. What did you learn about yourself?			A		
This notes area can be			Tell us about a job that you had which required you to learn new things.			A		
library-specific comments.			Tell us about a recent experience that you would describe as a real learning experience. What did you learn?			A		
			Describe a time when you were asked to finish a difficult assignment even though the odds were against it/you.			A		
			Describe a time in which you took initiative rather than waiting to be told what to do.			A		
			Describe how something you learned made a significant difference in your career.			A		
			Give us an example that illustrates how other people have used you as a resource for knowledge in your field.			A	В	
			Tell us about a time when you took responsibility for an error and were held personally accountable.			A		
			Describe a situation in which you recognized a potential problem as an opportunity. What did you do? What was the result? What, if anything, do you wish you had done different			Α		
			Give us an example of a time you discovered an error that was overlooked by a colleague. What did you do? What was the outcome?			А		
			What problem solving strategies do you use to stay aware of problems and resolve them in your work area? Can you give us an example of how this has worked for you in your o			A		
June 22, 2021	Recor	nd: 14 4 1 0	1387 * H ** The No Filter Search			-		

The Ribbon

File	Database														
Cut	Copy Paste	New Delet Record Recor	A Z↓ a Sort d Ascending	Sort Descending	First	Previous	Next	Last	р Find	Filter Settings	Toggle Filter	Clear Filter	S Undo	Redo	ABC Spell Check
(Clipboard		Records				Search				Filter			Edit	

The Ribbon is located at the top of the application window. Command buttons on the Ribbon are separated into groups.

Question Library Selector

The name of the active Question Library appears below the Ribbon. The dropdown indicator to the right can be used to navigate between Question Libraries.

Question Library	Default Library	~

Question Editing

Question Libraries are comprised of sets of questions.

Question	Contributor	Manager
Give us an example of a situation where you had difficulties with a team member. What, if anything, did you do to resolve the difficulties?		
Tell us about a time when you did something completely different from the plan and/or assignment. Why? What happened?		
What are some of the problems you have faced; such as between business and project leaders, between one department and another, between you and your peers? How did you		
Give a specific example of a time when you had to address an angry customer. What was the problem and what was the outcome? How would you assess your role in diffusing the outcome of a time when you had to address an angry customer.		
Describe a time when you came up with a creative solution/idea/project/report to a problem in your past work.		

The legend to the right of each question indicates its association with Core Competency Model categories.



Question text and checkboxes can be edited directly in the list. The Question Editor button opens an expanded view with additional fields.

Question Editor				
📑 Question Editor				×
Question Library Default Library		☑ Individual Contributor ☑ Manager	Close	
What are some of the p department and anothe	roblems you have fa r, between you and y	ced; such as between business and p /our peers? How did you recognize tl	roject leaders, between one hat they were there?	<
Achieving Results Continuous Impi Continuous Lear Problem Solving Service Focus	rovement ning	Building Relationships Belonging and Community Collaboration Communication	Creating the Future Change Agility Mission and Vision Focus Stewardship	

Question Library Notes



Notes are optional for Question Libraries.

Adding notes allows users to include relevant text related to the Question Library as a whole.

The notes area appears on the left side of the screen below the button group.

Click in the depicted area to add, edit, or remove notes.

If a Question Library contains notes, they will appear on the last page of the Library Report.

Record Navigation

The illustration below depicts the commands in the Search group on the Ribbon. The first four commands move between the first, previous, next, and last record.



To open the Find and Replace dialog box, use the Find command.

Find Repla	ace			
Find What:		\sim	Find N	lext
Look In:	Current field		Can	cel
Match:	Whole Field \checkmark			
Search:	All 🗸			
	Match Case Search Fields As Formatted			

These commands are context-sensitive based on the location of your cursor. If the name of a Question Library is selected, commands will navigate from library to library. If a question is selected, commands will navigate within the question set.

Question Library Default Library		
Question	Contributor	Mana
Give us an example of a situation where you had difficulties with a team member. What, if anything, did you do to resolve the difficulties?		
Tell us about a time when you did something completely different from the plan and/or assignment. Why? What happened?		\square
What are some of the problems you have faced; such as between business and project leaders, between one department and another, between you and your peers? How did y	ol 🗹	
Give a specific example of a time when you had to address an angry customer. What was the problem and what was the outcome? How would you assess your role in diffusing	tł 🖂	
Describe a time when you came up with a creative solution/idea/project/report to a problem in your past work.		

Library Reports

Active vs. Inactive Questions

Use the checkboxes under the Active field heading to activate or inactivate questions. Inactive questions can exist within the question set without them appearing in the Library Report. This allows for the development and management of unfinalized questions.

Active	Question
	Describe a time you identified an error or problem that could have had a negative impact on the customer. What did you do?
	Tell us about a time when you had to work with a team member who was not pulling his/her weight. How did you handle it?
	Tell us about the most effective team you have worked with. What made them effective? What role did you play in the team?
	Describe a time when you felt you were resourceful in solving a problem.
	Describe how you gather data, facts and other information needed to develop solutions for a problem.
	Give an example of an effective/innovative solution you created to solve a problem.

Report Generation

Selecting the Library Report command on the left side of the screen produces a printer-friendly version of the current Question Library.

Library Report

Core Competency Interview Question Library Trainer 4	
Question	Competencies
Describe a recent situation, which demonstrates your skill in assessing a complex problem, the alternatives you considered and the process you used to reach a decision or conclusion.	A C
Describe your role in a situation in which you were required to use your interpersonal skills to negotiate a mutually agreeable solution to a conflict between competing individuals or organizational units.	AB
Describe a situation in which one of your decisions was challenged by higher management. How did you react?	A B
Describe a situation in which you were expected to work with an individual whom you personally disliked. How did you cope?	A B
Tell us about a time when you delayed responding to a situation until you had time to think it through, even though there was pressure on you to act quickly?	A B
Tell us about a time a significant change was made within your company or organization. How did the change affect you?	AC

Report Interface

Reports feature a smaller Ribbon at the top of the screen and page navigation buttons at the bottom of the screen for viewing and printing purposes.



Page: 🛛	1	•	

Filtering Data

Checkbox Field Filters

Click once on a column heading name (Active, Contributor, Manager) to display questions that have checkmarks present for that field.

Active	Question	Contributor	Manager
	Describe a time you identified an error or problem that could have had a negative im		\checkmark
	Tell us about a time when you had to work with a team member who was not $pullin_{\boldsymbol{\xi}}$	\checkmark	
	Tell us about the most effective team you have worked with. What made them effect		
	Describe a time when you felt you were resourceful in solving a problem.		\checkmark

Competency Model Filters



The icon that appears above the legend opens an interactive Competency Model diagram. Each of the 10 core competencies appear under the competency categories of Achieving Results, Building Relationships, and Creating the Future.

Selecting one of the 10 core competencies filters by that specific competency. Selecting one of the competency category headings filters by competency category.

Question Text Filters

To filter a Question Library for a specific word or phrase, use the Filter Settings command on the Ribbon.



In the illustration below, the displayed questions contain the word success.



Toggle or Clear Filters

When a filter is applied using any of the methods described above, the criteria is retained until the database is closed or the Clear Filter command on the Ribbon is used. If filter criteria is not cleared, it can be toggled on and off as needed using the Toggle Filter command.



Question Library Management

Default Question Library

The database is published with one built-in default Question Library. It contains a question set based exactly on the Master Question Bank and includes generic placeholder library notes. It can be edited or deleted by any user.

Creating and Deleting Records

To create or delete Question Libraries or individual questions within libraries, use the commands depicted below.



These commands are context-sensitive based on the <u>location of your cursor</u>. If the name of a Question Library is selected, libraries are created or deleted. If an individual question is selected, questions are created or deleted.

Deleting questions or entire libraries is a permanent action.

Importing the Master Question Bank

The following prompt will appear automatically after new Question Libraries are created and named.



ResponseResultYesAll records from the Master Question Bank are automatically imported.NoThe new Question Library will not contain any questions.

The resulting imported or empty question set can then be modified.

To manually trigger the Master Question Bank import, use the command button depicted below.

Import Question Bank

Database Settings

Administrator Passwords

The Master Question Bank is password protected, and each campus determines which users have administrator access to modify instances of the database.

The following prompt will appear when using the Database Settings command depicted below.

Database Settings						
🖼 Administrator Password	\times					
Enter administrator password						
Submit						

Master Question Bank

The Master Question Bank provides a split-screen view for question management. Edits can be made in the top or bottom panes. The horizontal split bar and column headings are resizable.

Sorting and filtering options are available using the field name dropdown arrows in the upper datasheet pane.

				Core Compe	tency Interview Question E	atabase				Keith Samsell 🔼	– a ×
File Database											
Cut Copy Paste	New Delete Sort Sor Record Record Ascending Descen	First Previous Next	Last Find Filter Toggle Cle Settings Filter Filt	ear Lundo Redo Spell Check							
Clipboard	Records	Search	Filter	Edit							^
Breffly tell is about By providing examp Can you describe a Can you describe a Can you gives in ear Can you gives in ear Can you gives in ear Can you bares an e Can you bare an e Can you ba can you bare an e Can you bare an e Can you	your experience managing staff we isc, convince us that you, can adap situation when you made a decision time when you were particularly go perience where a project diramati is time when you advect the project diramati is time when you advect the project diramati you made or a situation that you is time when you advect the project diramati you made or a situation that you project and the project diramati you made or a situation that you challenge pans neglection. What could challenge you had to carsive, that add challenge you had to carsive add diraction which demonstrates you in which you endrarced a new yo in which you had to arrive at a co	Question th highly diverse background, that highly diverse background, that was positive for your or compete regarding a personing someone at work stretch or b were able to taute an unhapp ally shifted direction at the la phi unaware by a problem or bible of solutions didn't was not held solutions didn't was would have handled differently and the problem of the philo- ten of the solution of the solution of the solution of the solution of the solution of the solution of the solution of the solution of the solution of the solution of the solution of the solution of the solution of the solution of the solution of the	In a complex organization. Itituations, and environments. Itituations, but net necessarily good or group's feeling and needs? or group's feeling and needs? It minute? What del you do? It minute? What del you do? It minute? What del you do? It do and when you can addition more into a dottade when you can add you handle data when you can add you handle as elfidical? Hou do you handle as elfidical? Hou do you handle a del you evaluate how well then a bollow, the alternatives you conder the at work that was a major dense. How del you react?	the for tradividual Contribut was account of the for t	or - Manager -	Continuous Improvement	Continuous Learning	Problem Solving -	Service Focus	Belonging and Community	Collaboration
Briefly tell us ab	out your experience managing sta	f with highly diverse backgrou	nds in a complex organization.	Individual Contrib	utor						٩
Achieving 1 Continue Continue Problem Service 1	Results Built ous Improvement Be ous Learning C C Solving C C	ing Relationships longing and Community Ilaboration mmunication	Creating the Future Change Agility Mission and Vision Focus Stewardship	⊠ Manager						Ext	it Settings