

Competency Based Interview

Employee Name:

Position: Test Manager

Interviewer Name: Basmala Hazem

| Question | Key Competencies Assessed | Grading |
|---|--|---------|
| Can you describe a time when you developed a comprehensive test strategy for a complex project? What key factors did you consider, and how did you ensure its success? | <ul style="list-style-type: none">- Strategic thinking- Planning and execution test- Problem-solving- Project management | 1 - 5 |
| Describe a situation where you had to manage a testing team with varying levels of experience. How did you ensure effective collaboration and maintain high performance? | <ul style="list-style-type: none">- Team leadership- Communication- Conflict resolution- Motivating others | 1 - 5 |
| Can you provide an example of a time when you encountered a critical testing issue or bug late in the project? How did you handle the situation, and what steps did you take to mitigate the impact? | <ul style="list-style-type: none">- Problem-solving- Risk management- Decision-making under pressure- Stakeholder communication | 1 - 5 |
| Tell us about a time when you implemented or improved test automation in a project. What tools did you use, and how did you measure its success? | <ul style="list-style-type: none">- Test automation tools (e.g., Selenium, JUnit, TestNG)- Technical expertise- Continuous improvement- Analytical skills | 1 - 5 |
| How do you measure and report on testing effectiveness? Can you provide an example of how you have used test metrics to improve testing processes or decisions? | <ul style="list-style-type: none">- Analytical skills- Reporting and documentation- Continuous improvement | 1 - 5 |

Employee Name:

Position: Finance Manager

Interviewer Name: Basmala Hazem

| Question | Key Competencies Assessed | Grading |
|---|--|---------|
| Can you describe a time when you had to create a financial forecast or budget for your organization? How did you approach it, and what were the key factors you considered? | <ul style="list-style-type: none">- Financial planning- Forecasting- Budgeting- Strategic thinking | 1 - 5 |
| Tell us about a situation where you identified an issue in a financial report or compliance document. How did you handle it, and what steps did you take to resolve the situation? | <ul style="list-style-type: none">- Attention to detail- Problem-solving- Knowledge of financial regulations- Risk management | 1 - 5 |
| Describe a time when you had to manage cash flow during a period of financial uncertainty. What strategies did you implement to ensure financial stability? | <ul style="list-style-type: none">- Cash flow management- Decision-making under pressure- Financial risk management | 1 - 5 |
| Can you share an example of how you have led or mentored a finance team to improve their performance or skills? What specific actions did you take? | <ul style="list-style-type: none">- Leadership- Team development- Coaching and mentoring | 1 - 5 |
| Tell us about a time when you had to make a difficult financial decision, such as cutting costs or investing in a new project. What factors did you consider in making the decision? | <ul style="list-style-type: none">- Decision-making- Cost control- Strategic thinking | 1 - 5 |

Employee Name:

Position: IT Specialist

Interviewer Name: Basmala Hazem

| Question | Key Competencies Assessed | Grading |
|---|---|---------|
| Can you describe a time when you diagnosed and resolved a complex technical issue? What was the issue, and how did you approach solving it? | <ul style="list-style-type: none">- Analytical thinking- Troubleshooting skills- Technical knowledge | 1 - 5 |
| Tell us about your experience with managing or supporting IT infrastructure (servers, networks, or databases). What tools or systems have you worked with? | <ul style="list-style-type: none">- Infrastructure management- Systems administration- Familiarity with tools and platforms | 1 - 5 |
| Have you ever identified or prevented a security threat or vulnerability in a system? How did you handle it? | <ul style="list-style-type: none">- Security awareness- Risk mitigation- Proactive system protection | 1 - 5 |
| Describe a time when you had to explain a technical issue to a non-technical user. How did you ensure they understood? | <ul style="list-style-type: none">- Communication skills- Customer service- Patience and clarity | 1 - 5 |
| Have you contributed to or led an IT project (e.g., a system upgrade or network installation)? What was your role, and what were the results? | <ul style="list-style-type: none">- Teamwork- Initiative- Project execution | 1 - 5 |