

Career Essentials Small Group Session: **Showcasing Skills with STAR**

Competency/Skills-based Questions for Breakout Rooms Activity

1. What are the essential elements of good teamwork?
2. Tell me about your experience of collaborating with a range of different people.
3. What would you do if you had to tackle a new project without help or supervision?
4. How would you describe your ability to respond to change?
5. Describe a situation in which you demonstrated excellent attention to detail.
6. What are the essential elements of good communication?
7. Tell me about your experience of coming up with new or original ideas?
8. What would you do if you had to manage conflicting deadlines?
9. How would you describe your style when leading a project or group?
10. Describe a time when you thought outside the box?

EXAMPLE Person Specification Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
Educated to A-level or equivalent	E	A
Experience of PA role or secretarial role which comprises a significant amount of organisation and scheduling	E	A/I
Experience of proactively organising others	E	A/I
Experience of working in a clinical research department	D	A/I
Skills and abilities		
IT proficiency at advanced user level (Spreadsheet, Word Processing, Database, Email, Web based applications)	E	A/I
Excellent oral and written communication skills including strong spelling, grammar and editing skills	E	A/I
Meticulous attention to detail and accuracy in all activities undertaken	E	A/I
Strong problem solving abilities	E	A/I
Ability to work under pressure to tight deadlines whilst maintaining high standards	E	A/I
Ability to manage a large and varied workload	E	A/I
Excellent copy typing and dictation transcribing skills	E	A/I
Personal attributes		
Good inter-personal skills with an ability to work co-operatively in a multidisciplinary setting	E	A/I
Exceptionally well organised	E	A/I
Resourceful and able to act on own initiative	E	A/I
Interest and commitment to supporting high quality research	E	A/I