



Here are some **non-biased, skills-based interview questions**, ensuring **fairness** and **objectivity** in assessing candidates based on their competencies.

Problem-Solving & Critical Thinking

- Tell me about a time you faced a complex problem at work. How did you approach solving it?
- How would you troubleshoot [a specific job-related issue]?
- Can you give an example of a situation where you analysed data to make an informed decision?
- How do you manage multiple deadlines and prioritise tasks effectively?
- Can you explain [a core concept of the role] to someone with no background in it?
- What tools or technologies have you used for [specific job task], and how do you determine the most suitable one?

Collaboration & Communication

- Tell me about a time you had to explain a complex idea to a non-specialist. How did you ensure clarity?
- How do you approach resolving disagreements in a team setting?
- Give an example of when you adapted your communication style to work more effectively with a colleague.

Adaptability & Learning Ability

- Tell me about a time you had to learn a new skill quickly. How did you go about it?
- Describe a situation where you had to adjust to a major change in your work environment.
- How do you keep up to date with industry trends and best practices?

Time Management & Prioritisation

- What strategies do you use to ensure you meet deadlines?
- Describe a time when you worked under pressure. How did you handle it?
- How do you decide which tasks to delegate, if applicable?

Ethical Judgement & Decision-Making

- Describe a time you had to make a difficult ethical decision at work. How did you handle it?
- How do you ensure fairness and integrity in your work?
- What would you do if you realised you had made an error in your work after submitting it?
- Customer & Client-Focused Skills (if applicable)
- Tell me about a time you had to manage a difficult customer or client. How did you handle the situation?
- How do you balance customer satisfaction with company policies?

For expert tips on conducting a fair and unbiased interview, reach out to our team of Inclusive+ accredited recruiters.

[Inclusion & Diversity promise](#)