

Spotlight Skills Sample Questions

Spotlight skill element	Suggested behavioural questions
A1. Sensing contexts or situations – capacity to notice, interpret and understand the significance of wider job contexts or changed workplace situations	Please describe an incident where you needed to be very aware of what was happening around you. Prompt: You may have needed to be aware of wider contexts or of a changing situation.
A2. Monitor and guide your own or others' reactions – capacity to monitor and guide your own and others' reactions or to manage situations where awareness levels vary	Please outline an incident in which you needed to: <ul style="list-style-type: none"> • monitor your own reactions carefully in order to be effective • be aware of the reactions of other people • manage other people's awareness or reactions.
A3. Judge impacts – capacity to evaluate your own or team's impact, in the workplace or on clients or community	Please outline an incident where: <ul style="list-style-type: none"> • it was important to monitor and assess the impact you or your team were having on a situation • it was necessary to make a colleague aware of the impact they were having.
B1. Negotiate boundaries – capacity to set your own boundaries and respect those of others or influence or negotiate within and across boundaries	Please describe briefly an incident where: <ul style="list-style-type: none"> • you had to set limits to what you were being asked to do • you needed to influence the behaviour of someone over whom you had no direct authority • you needed to use your powers of persuasion or you needed to use negotiating skills.
B2. Communicate verbally and non-verbally – capacity to respond to and use non-verbal and verbal communication or enhance the impact of the organisation's communications	Please outline an incident where: <ul style="list-style-type: none"> • you were required to respond to, or use, non-verbal communication • you needed to adapt your communication to the context • you needed to adapt your communication in order to be understood by different people.
B3. Connect across cultures – capacity to develop awareness of diverse cultures and understand one's own cultural impact or build intercultural trust relations or honour Treaty obligations in relation to Māori	Please outline a situation where you: <ul style="list-style-type: none"> • needed to interact with individuals from another cultural group • needed to work closely with representatives from another cultural group.
C1. Sequence and combine your own activities – capacity to organise your own work by prioritising, switching and interlinking activities	Please outline an incident where you were called on to: <ul style="list-style-type: none"> • do a number of things at once • cope with interruptions.
C2. Interweave your own activities with those of others – capacity to follow up tasks and follow through on undertakings or interweave your contribution smoothly with that of others	Please describe briefly an incident where you needed to: <ul style="list-style-type: none"> • interlink your activities with what other people were doing • follow up loose ends.
C3. Maintain or restore workflow – capacity to maintain, rebalance or restore workflow or overcome obstacles or help put things back on track	Please describe an incident in which you needed to: <ul style="list-style-type: none"> • work around an obstacle or overcome a barrier • prevent a crisis from occurring • pick up the pieces after something went wrong.