

Selection Interview Coaching

# Selection Criteria & Example Interview Questions

**Maritime Sustainable Developments Officer**  
Falmouth Harbour Commission & University of Plymouth



## Selection Criteria

The interview questions in this pack are based on an analysis of the job description for **Maritime Sustainable Developments Officer** with the **Falmouth Harbour Commission**, and also draw on selection criteria that are common to many graduate occupations, identified through sources such as [www.prospects.ac.uk](http://www.prospects.ac.uk)

Criteria inferred from the job description	Questions
1. Understanding of the role	1, 5
2. Motivations	2, 26
3. Understanding of the business, environmental and related issues	1, 3, 4, 7
4. Qualitative and quantitative research skills (specifically in grounded theory)	12, 13, 14, 15
5. Hard and soft systems theory	15
6. Communication and negotiation skills	6, 17, 22
7. Organisation and planning	18
8. Investigative and analytical skills	14
9. Project management skills	8, 9, 11
10. Confidence and presentation skills	6, 24, 25
11. Stakeholder management	5, 6
12. Leadership and change management	19, 23
13. Initiative and problem solving	10, 19, 20, 21

## Example Selection Interview Questions

1. Give me a brief overview of things that you have done that you feel relate well to the needs of this post, indicating why they are relevant to the post.

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2. What in particular attracts you to this role?

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3. How do you keep up to date with environmental affairs?

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4. What general factors might you consider in terms of evaluating long term sustainability of the harbour taking account of both environmental and economic concerns?

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5. A large part of this role involves liaison with our stakeholders and the development of a communication strategy. Who do you see as the main stakeholders in our business and why?

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6. How might you approach convincing a stakeholder whose main concerns are economic e.g. a local mooring association, about changes to practice in the anchoring of commercial vessels based on environmental concerns?

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a) How might you approach convincing a stakeholder whose main concerns are environmental e.g. a local campaign group, about changes to practice in the anchoring of commercial vessels based on economic concerns?

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7. The KTP will involve reviewing international best practice on a range of activities e.g. anchoring of commercial vessels, ballast water exchange. Taking ballast water exchange as an example, what is your understanding of some of the environmental issues surrounding this practice which inform regulations?

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8. If you were given the role, how might you set about identifying best practices within other UK and EU ports?

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9. Tell me about your experience of project management – give me a specific example of a time when you have managed a project.

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a) If you were to plan the project again, is there anything that you would do differently?

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10. Tell me about a project you undertook where you experienced a number of problems and challenges. What were these and how did you overcome them?

a) If you were to conduct that project again, is there anything that you would do differently?

11. The role will involve undertaking a detailed analysis and review of business processes and operations. In terms of business analysis and project management could you give me a brief overview of how you might approach this review?

12. Could you give me an example of both a piece of qualitative research and a piece of quantitative research that you have undertaken?

13. How did you decide upon the methodology for these research projects?

14. How did you analyse and interpret the results of these research projects?

15. What is your understanding of grounded theory? What opportunities can you see for using grounded theory in this role?

16. What is your understanding of systems theory – both hard and soft – and how do you think that might apply to this work?

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17. Can you give me an example of a time when you have persuaded a person or group of people round to your point of view? How did you approach the situation?

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18. Tell me how you plan your week and prioritise your workload?

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19. Can you give me a specific example of an occasion when you took on extra responsibility or showed initiative in improving an aspect of work?

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20. Describe the most challenging problem that you have had to solve, and what you took into account.

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21. Describe a setback you have had to face. What was it and how did you approach it?

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22. How have you built relationships with people you have worked with?

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23. Can you give me an example of a time when you have instigated or implemented change within an organisation? (or helped to do so).

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24. Now I want you to try to sell me something. Try to convince me to buy this pencil.

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25. In the next few minutes I would like you to discuss one of the following topics. There are no absolute right or wrongs with this, so feel free to express your opinion, ideally with the support of pros and cons.

- Tourism
- The economy

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