

# MITIGATION CREW MEMBER

## Focus Capabilities:

Throughout the selection process, we will be assessing the following three capabilities. These capabilities are broken down into key actions. When preparing examples to use in your interview, think about a time where you have demonstrated the below actions.

### ACT WITH INTEGRITY

- Behave in an honest, ethical and professional way
- Build understanding of ethical behaviour
- Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation
- Speak out against misconduct and illegal and inappropriate behaviour
- Report apparent conflicts of interest

### WORK COLLABORATIVELY

- Work as a supportive and cooperative team member, sharing information and acknowledging others' efforts
- Respond to others who need clarification or guidance on the job
- Step in to help others when workloads are high
- Keep the team and supervisor informed of work tasks
- Use appropriate approaches, including digital technologies, to share information and collaborate with others

### DELIVER RESULTS

- Seek clarification when unsure of work tasks
- Complete own work tasks under guidance within set budgets, timeframes and standards
- Take the initiative to progress own work
- Identify resources needed to complete allocated work tasks

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## Practice Interview Questions:

Please use the below questions to practice responding to some interview questions.

*Hint: What was the situation? What was the task you completed? What action did you take? What was the result?*

### ACT WITH INTEGRITY

- Tell us about a time when you were asked to do something that you didn't think was right? What did you do?
- Describe a time when you were asked to keep information confidential. How did you recognise it needed to be kept confidential?
- Tell us about any legislation, rules, policies, guidelines and codes of conduct that apply to your role?
- On occasion we are confronted by dishonesty in the workplace. Tell about such an occurrence and how you handled it.

### WORK COLLABORATIVELY

- Describe a time when you were on a team and one of your team mates was not doing their fair share of work. What did you do and what was the result?
- Give an example of how you promoted positive morale and sound work ethic to others?
- Give an example of how you have worked collaboratively with others in your current or previous role.
- Describe how you demonstrate working collaboratively with your manager.

### DELIVER RESULTS

- Give an example of a recent time when you had to manage yourself to achieve results.
- What feedback mechanisms have you used to make sure your work is on target? Describe them in detail.
- Choose a piece of work you have done and describe how you identified what resources were needed to complete this work.
- Give us an example of tasks you have started on your own. Why did you do it and what was the result?

*NOTE: These are practice questions, you will not be assessed on any of the above questions during the assessment process.*