

CBQ Guidance



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Thank you for your interest in joining Derbyshire Constabulary

The next stage in the application process is to answer some Competency Based Questions (CBQ's).

The answers you provide will help us assess your skills and abilities in some specific areas/ competencies.

We will ask you some questions which aim to find out how you have used specific skills in your previous experience and how you approach problems, tasks and challenges.

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How to answer a CBQ.

- Carefully read the question and the competency we are asking you about, remember that it should be the focus of your answer
(the question will tell you the area/ competency that we are asking about e.g. Communication, Working with others etc.)
- We're looking for a real-life example in your answer so try and structure it using the **STAR** method:

Situation – Set the scene (briefly)

Task – Describe what was required of you

Action – what did you actually do, what action you took

Result – how was the situation resolved, outcome



A few tips...

- Use “I” and not “We” in your answers, we want to know about **YOU** and how **you** were part of the situation/ example you’re telling us about
- Use real-life examples and avoid hypothetical answers, remember this is about what you **have done** and not what you would do!
- Answer each question fully ... ensure it meets the competency
- **Take your time** and don’t rush through, it might help to note down some examples that meet the competencies so you can pick the best one and have options
- **Check** your spelling and grammar, this will be considered as part of your answers



Good Luck!

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