



How to write veteran-inclusive interview questions

Veteran-inclusive interview questions focus on capabilities rather than qualifications and experience. Here are some tips on asking veteran-inclusive interview questions.

Guidelines and examples:

1 Opening

Asking the candidate about their interest in the role is a way to ease into the interview and gain insight into whether they will be a good fit for your organisation.

Consider what aspects of the role and the organisation are the most important for successful recruitment. You may prioritise applicants who express interest in these areas. These might include:

- organisational mission
- key role tasks
- methods of working
- experience in a particular industry
- culture and environment
- professional development

Tell us about what drew you to our organisation.

Why are you interested in working for our organisation?

What attracted you to this role?

What aspects of the role appeal to you?

2 Values

Insight into the candidate's values gives you an opportunity to consider their cultural fit and how the candidate's values align with those of the organisation.

Note, while cultural fit is important, over-emphasis on this at interview can risk unconscious bias and potentially reduce workplace diversity.

Think about the core values that are desirable for the role and your organisation.

Consider framing these questions around some key ADF values, such as:

- integrity
- loyalty
- self-organisation
- self-discipline
- resilience
- work ethic

Could you describe your core values?

How do these values influence how you work?

Can you give an example of how you demonstrate these values in a work setting?

3 Skills and abilities

Assessing the candidate's skills and abilities can guide your assessment of how the candidate will perform in the role.

Think about which skills are required and desired for the role. Some key ADF skills you may wish to ask about include:

- teamwork
- leadership
- communication
- decision making
- problem solving
- perseverance
- adaptability
- risk management
- planning and evaluation

Could you explain how your skills and abilities apply to this role?

What do you consider to be your greatest strengths?

4 Behavioural questions

Behavioural questions focus on the candidate's past experiences. They give insights into how the candidate has demonstrated skills and abilities during their ADF career.

Note that some veteran candidates may not wish to discuss certain details of their ADF experience. In these cases, situational questions may be more appropriate.

Can you give an example of how you used *[insert skill]* in a prior role?

Can you give an example of a time when you... (e.g. collaborated with a team to achieve an outcome, motivated others to work towards a common goal)?

Tell us about a time when you... (e.g. used problem solving skills to adapt to change)?

Describe a time in which you... (e.g. used your communication skills to work productively with others, used your leadership skills to guide a team)?

5 Situational questions

Asking candidates about how they might react to a particular situation gives you a practical picture of how they would respond to the day-to-day requirements of the role.

Think of a scenario likely to occur as part of the role. Pose this scenario to the applicant and use open-ended questions to understand how they would approach it.

What course of action would you take, and why?

What skills would you apply, and how?

Can you give an example of how you might use *[insert skill]* in this role?