

## Template and Guide

### What This Tool Does

This tool helps you assess how candidates approach tasks, organize information, and respond to situations relevant to the role. It provides a structured way to observe competencies that may not be fully demonstrated through applications or interviews.

### When to Use It

- After interviews, when additional evidence is needed
- When key competencies are difficult to assess through conversation alone
- When comparing candidates with similar interview performance
- When aiming to strengthen confidence in hiring decisions

### What You'll Do

- Select 3–5 competencies to observe
- Present a short, role-relevant scenario
- Ask candidates to explain how they would approach the situation
- Observe how they organize tasks, make decisions, and communicate
- Record observations using a simple scoring approach

### Instructions:

- Select one or more simulations to use
- Share the scenario(s) with the candidate
- Ask them to talk through their approach
- Use the score sheet to guide your evaluation

**Each simulation takes approximately 10–15 minutes**

## Competencies to Observe

Select **3–5 priority competencies** to observe during the simulation. These should come from your **Choose the Right Competencies Template** and may be informed by interview findings.

### Selected Competencies for This Simulation:

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

*Tip: Choose competencies that are difficult to assess reliably through conversation alone (e.g., planning, judgment, coordination, communication).*

## Scenario Design Guidance

The simulation scenario should be based on **real tasks from the role**. A strong scenario:

- Reflects day-to-day work
- Includes incomplete or competing information
- Allows more than one reasonable approach
- Can be completed within **10–15 minutes**

## Scenario Description

*Scenario Title*

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*Scenario Context*

Provide the candidate with a brief work situation. Include:

- A short description of the setting
- **2–4 tasks, requests, or pieces of information**
- **1–2 notes** that introduce urgency, ambiguity, or competing priorities

## Candidate Task

Ask the candidate to:

- Review the information provided
- Organize or prioritize tasks
- Identify any risks or issues
- Explain what actions they would take next
- Draft a short written or verbal update, if relevant

Encourage the candidate to **talk through their thinking** as they work.

## Competency Match Score Sheet

### Purpose

This score sheet is used to record **observable behaviours** demonstrated during the simulation.

### Score Guide

1 = Limited evidence | 2 = Some evidence | 3 = Strong evidence

Competency	What to Look For	Score (1-3)	Notes (Observed Evidence)

Score each competency once, based on overall evidence demonstrated during the exercise.

## After the Simulation

Once the candidate completes the exercise, the employer should complete the Competency Match Score Sheet, thank the candidate, and use the score sheet alongside résumé and interview information to make hiring decisions.

The score sheet helps clarify:

- Where competencies are clearly demonstrated
- Where evidence remains partial or unclear

## Fairness and Consistency

To support fair and consistent use the same scenario and score sheet for all candidates for the role. Allow the same amount of time for each candidate. Focus on how work is approached, not personal style or familiarity.

# Use a Job Simulation (*Virtual Format*)

Template

## When to Use

Use a Competency Match Simulation when résumé review and interviews do not provide enough evidence for key competencies, and observing how work is approached would be more informative than additional interview questions.

In a virtual setting, simulations are delivered through **structured oral scenarios**, allowing employers to observe reasoning, communication, and judgment in real time.

This simulation:

- Is used after résumé screening and interviews
- Focuses on how work is approached, not technical perfection
- Is designed to take **10–15 minutes**
- Can be delivered in a **Zoom breakout discussion format**

## Candidate Task (Virtual Scenario Format)

Ask the candidate to:

- Review the situation presented verbally or on-screen
- Explain how they would prioritize or respond
- Identify risks, missing information, or next steps
- Describe who they would communicate with and why
- Talk through their reasoning as they work

**Note:** Written drafting is optional and should be minimal to reduce reliance on typing or AI tools.

## Fairness and Consistency (Virtual Use)

To support fair and consistent use:

- Use the same scenario prompts for all candidates
- Allow the same amount of time per participant
- Focus scoring on observable reasoning and communication
- Avoid assessing digital speed, typing ability, or tool familiarity