

## **CRITICAL INCIDENTS FORM**

**Department of Trade and Industry (DTI)  
Competency-Based Assessment  
(CLERICAL/TECHNICAL)**

<i>Name of Applicant:</i>		<i>Position Applied For:</i>	
<i>Present Position:</i>		<i>Place of Assignment:</i>	
<i>Office &amp; Division:</i>			

**NOTE:**

To facilitate the conduct of the Panel Interview, candidates for promotion/hiring are requested to provide in advance relevant information regarding their work. In order to ensure proper assessment of a candidate's suitability as well as potential in assuming a position of greater responsibility, candidates for promotion are encouraged to provide specific details regarding the role/s they played, the challenges and unique circumstances of their task, their actions, and how these affected the outcome of their work, particularly in the achievement of work targets/goals.

### **INSTRUCTIONS**

1. Identify your most significant accomplishment/s (one to three), providing details regarding how you demonstrated any or all of the following competencies: ❖ Delivering Excellent Results ❖ Delivering Solutions, Services, and Support to DTI's Stakeholders ❖ Agility ❖ Exemplifying Professionalism and Integrity	1. Limit your responses to the most recent accomplishments, preferably within the last two (2) to three (3) years, if possible. 2. Be concise and specific when providing responses, especially during the Panel Interview. Long-winding and vague responses are discouraged as these may detract from the intended output of the activity. 3. Use the SITUATION/TASK, ACTION and RESULT (STAR) format for clarity, even as you respond during the Panel Interview.
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Situation/ Task		Action	Result
1			
2			
3			

<i>Prepared by (Applicant)</i>	<i>Signature over Printed Name</i>
<i>Date:</i>	