

CRITICAL INCIDENTS FORM

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

Name of Applicant:		Position Applied For:	
Present Position:		Place of Assignment:	
Office & Division:			

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	
<p>1. Identify your most significant accomplishment/s (one to three), providing details regarding how you demonstrated any or all of the following competencies:</p> <ul style="list-style-type: none">❖ Delivering Excellent Results❖ Delivering Solutions, Services, and Support to DTI's Stakeholders❖ Agility❖ Exemplifying Professionalism and Integrity	<p>1. Limit your responses to the most recent accomplishments, preferably within the last two (2) to three (3) years, if possible.</p> <p>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.</p> <p>3. Use the SITUATION/TASK, ACTION and RESULT (STAR) format for clarity, even as you respond during the Panel Interview.</p>

Situation/ Task		Action	Result
1			
2			
3			

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