

**MSHA STRUCTURED INTERVIEW
INSTRUCTION SHEET FOR GS-5/7/9/11 MINE SAFETY AND HEALTH INSPECTOR
CANDIDATES**

We would like to get to know more about your skills and experience through a structured interview process. During this time, we will be asking you questions about your past experiences and qualifications, as well as how you have dealt with various situations. You will be asked one question on competencies identified as critical to the Mine Safety and Health Inspector position. Specifically, your past experience related to the following competencies will be assessed:

At the GS-5 and GS-7 levels:

1) Interpersonal Skills, 2) Self Management, and 3) Mine Safety and Health (please note that safety and health work in occupational work, mining, or closely related industries is credited at this level).

At the GS-9 and GS-11 levels:

1) Interpersonal Skills, 2) Planning & Evaluating, 3) Problem Solving, and 4) Mine Safety and Health.

At all levels, candidates will not be asked a separate question on Oral Communication, however, Oral Communication skills will be assessed throughout the interview.

All individuals will go through the same interview process and will be evaluated objectively using the same criteria. We will begin by reading the competency definition to you once, followed by a lead question which will be read to you twice. You may ask us to reread the question at any time. You may also take notes. In answering the questions, you may describe work, civic, or volunteer situations and how you handled them. We would like you to tell us what you did in each situation. You will have approximately 10 minutes to answer each question.

In response to each question, **you should be as specific and detailed as possible** in describing the situation or problem, what you actually did and when (approximate dates), who was involved, what your contribution was, and what was the outcome or result of your actions. We are interested in your estimate of the proportion attributable to other people. If you do not give an estimate of your contribution, we will assume you are claiming total credit for this achievement.

Think carefully about which situation you will describe because both your choice of situation and how well you describe the situation are important in how the panel evaluates you. After you have given your response, interviewers may ask you follow-up questions to clarify any points in your answer. **We will be taking extensive notes during the interview process to record your responses; this may make it difficult to sustain eye contact with us. Please do not interpret this as a lack of interest in your responses.** Once we have finished with all the structured questions, we will have an opportunity to talk about questions that you might have about the position for which you are applying. **We will collect all notes following the interview process.**

You should be aware that your responses to the interview questions are subject to evaluation and verification, and that you may be asked to supply references at a later date. Deliberate attempts to falsify information may be grounds for not selecting you or for dismissing you from your position following acceptance. Also, to ensure a fair process to all candidates, do not share information regarding the interview process with others. Sharing information with others also may be grounds for not selecting you or for dismissing you from your position following acceptance.