Behavioral Interview Questions

Outlined below is sampling of behavioral based interview questions. Your questions should be targeted to the candidate's past job behavior and should explore their education and work experience, intellectual capacity, interpersonal, interaction skills and motivation factors. Questions should be open ended; avoid questions that can only be answered with a 'yes' or 'no'.

- Give an example of an occasion when you used logic to solve a problem.
- Give an example of a goal you reached and tell me how you achieved it.
- Give an example of a goal you didn't meet and how you handled it.
- Describe a stressful situation at work and how you handled it.
- Tell me about how you worked effectively under pressure.
- How do you handle a challenge?
- Have you been in a situation where you didn't have enough work to do?
- Have you ever made a mistake? How did you handle it?
- Describe a decision you made that was unpopular and how you handled implementing it.
- Did you every make a risky decision? Why? How did you handle it?
- Did you ever postpone making a decision? Why?
- Have you ever dealt with company policy you weren't in agreement with? How?
- Have you gone above and beyond the call of duty? If so, how?
- When you worked on multiple projects how did you prioritize?
- How did you handle meeting a tight deadline?
- Give an example of how you set goals and achieve them.
- Did you ever not meet your goals? Why?
- What do you do when your schedule is interrupted? Give an example of how you handle it.
- Have you had to convince a team to work on a project they weren't thrilled about? How did y ou do it?

Technical Knowledge and Experience
- What activities have you participated in to improve your technical awareness over the last year? How did you incorporate them into your current job?
- What do you think are the three most critical areas for the future? Why?
- Think of a project you participated in over the last year. Tell me exactly what your role was and what you did. What problems or issues were there and how did you handle them?
- What skills and expertise do you bring to this job and how will you use them?
- Think of a project or situation you had where you made a mistake. Why and what happened? What did you learn?
- What technical achievement are you most proud of and why? What are you the least proud of and why?

Leadership I Management Skills
- Describe your management philosophy and practices. Tell us about a time when you really had to put them to the 'test'.
- What management skills and experience will you bring to enhance _____?
- Describe a time when you had to hire a number of staff who were going to work as a team. How did you do that, what traits did you look for?
- Describe a time when you had to resolve conflicts that arose from managing a team or multi-program department. What did you do, what did you learn?

- Describe how you foster a highly motivated and productive work environment especially during times of change.
- What experience have you had implementing reorganizations or change in an organization? How did you do this, what were the challenges and regrets?

Analytical Skills
- Describe a situation when advising or recommending a course of action where the customer did not follow or did not accept. What happened, what did you learn?
- Describe examples of problem solving and decision making required in your job.
- Have you had to explain data, how it was derived and what it means?
- Describe a situation where you made a decision that was overturned. What were the consequences? Did you do anything different as a result?
- Describe a failure/mistake in your professional life. What did you do about it?
- Describe a project/assignment that resulted in a process improvement.

Writing Skills I Presentation skills
- Describe the types of experience you have had writing for _____.
- What experience do you have giving presentations? What is your preferred method?
- Describe experience in developing and/or conducting presentations or training activities.

Interpersonal Communication Skills
- What contributions have you made to improve teamwork?
- What work have you done that involved working with sensitive or confidential issues?

Customer Service Skills
- In your current position, who are your customers? What are their needs? How do you know you are meeting their needs?
- Tell us about one of your demanding customers. Why? What conflicts did you have? How did you resolve them?
- Can you identify a situation where you received some customer feedback that made you re-think the way you were working?
- Describe how you established partnering relationships with your clients.
- Describe your experience in influencing or participating in a customer decision.

Multi-tasking and Organizational skills
- Describe a large-scale project you were responsible for, how did you meet your deadlines?
- Describe your method of handling your projects or work each day.
- Give examples of a situation where there were competing priorities. What actions did you take and what were the results?
- Can you describe something you worked on that involved a lot of detail and how did you handle it?

Job Match
- How would you describe your ideal job?
- Why do you want to leave your current job?
- If we were to ask your supervisor about your strengths, what would he or she say?
- What areas do you still feel need developing to improve your effectiveness on the job?
- What are you doing currently in your job that you would like to not have to do? What are you doing you'd like to continue doing?