

## **Behavioral Interview Questions**

### **Adaptability/Flexibility**

- Give me with an example of a time you had to deal with change.
- Describe a time when you decided you should change your actions or approach in order to respond to the needs of a situation.
- Describe a situation when you had to work with someone who had a completely different way of doing things. How did you manage?

### **Analytical Skills**

- Give me an example of a complex analysis you have undertaken.
- Tell me about a time when you had to analyze facts quickly, define key issues, and respond immediately or develop a plan that produced good results.
- Describe a situation in which you had to make an important decision without having all the necessary information at hand.

### **Capacity to Learn**

- What was the most difficult task that you had to learn on the job?
- How do you handle change?
- Describe a difficult situation that you feel you should have handled differently. What did you learn from that experience?

### **Communication Skills**

- Give me some example of how you have adapted your own communications style to deal with different people and situations.
- Would you rather write a report or give a verbal report? Why?
- Pitch/Sell \_\_\_\_\_ to me.
- Describe a time when you tried to persuade another person to do something that he/she was not eager to do.
- How did you foster effective and open communication and achieve your teammates' goals?
- Describe a time when you had to change your communications style to deliver a message or get your point across.
- Describe a situation in which you experienced ineffective communication. What would you do differently in this situation?

### **Creativity**

- In your work experience, what have you done that you consider truly creative?
- Tell me about a creative solution that you developed for a difficult problem.
- Which of your creative accomplishments has given you the most satisfaction?

### **Decision Making**

- What was the most difficult decision you had to make in the last six months?
- Describe a situation in which you had to make an important decision without having all the necessary information at hand.
- Tell me about a time when you made a bad decision.

### **Drive/Initiative**

- Give me an example of a time that you went above and beyond the call of duty to make things happen.
- Tell me about a specific project or program that you were involved with that resulted in improvement in a major work area.
- Give me examples of projects or tasks you started on your own.
- Describe a situation in which you aspired to reach a goal. What obstacles confronted you along the way? What did you do to overcome them?

## **Behavioral Interview Questions**

### **Leadership**

- Tell me about a time when you motivated someone to work hard and do a good job.
- Tell me about a time you checked on the status of an important project and discovered it wasn't being done correctly. What did you do?
- How do you motivate people?
- Describe a situation in which you led a group to complete a complex assignment and motivated others to get the work done on time.
- How would you build a team out of independent individuals?

### **Management Skills**

- Tell me about a recent crisis that you handled.
- Give an example of when you had to settle a dispute between two individuals.
- Describe your management philosophy.
- Have you ever had an idea or a goal to achieve something that required action by other people? How did you implement this idea?

### **Organizational Skills**

- Give me an example of when you had to handle multiple tasks at the same time.
- Tell me about a time when you were unable to complete a project on-time.
- Give an example of what you've done when your time schedule or project plan was upset by unforeseen circumstances.
- Describe a situation demonstrating your ability to transition quickly and effectively to different tasks.
- How do you shift priorities and modify actions to meet changing job demands on short notice?

### **Persuasiveness**

- Give me an example of a time when you had to persuade someone to change his/her mind.
- Describe a situation in which you had to approach someone to convince them of something that you wanted or to sell your idea? What was the result?

### **Problem Solving/ Conflict Resolution**

- Tell me about a situation where you encountered problem/conflict. How did you handle it? What was the outcome?
- Tell me about a crisis you handled.
- How do you resolve differences of opinion?
- Tell me about a complex problem that you had to solve and walk me through your thinking as you solved it.
- Tell me about a time when you anticipated potential problems and developed preventative measures.

### **Risk Taking**

- Tell me about a time when you weighed the pros and cons of a situation and decided not to take action
- Describe a time you decided to take a risk you later regretted.
- Describe a time you decided to take a risk and you were glad you did.

### **Teamwork**

- Describe a time when a team member strongly disagreed with your ideas or actions. How did you handle the situation?
- Tell me three positive and three negative things your team members would say about your interactions with them.
- Describe a situation where you have been a member of a team. What contribution did you make to the team? In retrospect, how could you have made an even greater impact?
- Give me an example that would show that you've been able to develop and maintain productive relations with others, though there were differing points of view
- What is the toughest group that you've had to get cooperation from? Describe how you handled it. What was the outcome?