

100 Behavioral Interviewing Questions

Ability to Accept Constructive Criticism

Tell us about a time when your work on an idea of yours was criticized.

Ability to Work Under Pressure

Describe a situation in which you were required to work under pressure and how you reacted.

Tell us of a time when you were given a job or assignment where you had no prior training. How did you learn to do it?

Accomplishments

Describe your three greatest accomplishments to date.

What was the most satisfying accomplishment in your last job?

Give us an example of a time when you set a goal and were able to meet or achieve it.

Describe a time when you set your sights too high.

What are some obstacles that you have had to overcome to get where you are today? How did you handle them?

Challenging Situations

Describe a situation when you found yourself challenged; tell us about a challenge that you successfully met.

Communication Skills

Tell us about a time when you had to use your spoken communication skills in order to get a point across that was important to you.

Can you tell us about a job experience in which you had to speak up and tell other people what you thought or felt?

Describe the most significant written document, report, or presentation that you've completed.

Give us an example of a time when you were able to communicate successfully with another person, even when that individual may not have personally liked you.

Have you had to make a presentation? When? Why? What was the outcome?

Please discuss an important written document you were required to complete.

Have you ever had to “sell” an idea to your co-workers or group? How did you do it? Did they “buy it”?

Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.

Conflict Management

What is your typical way of dealing with conflict? Give us an example. /Tell us of a time you had to manage a conflict/a dispute among direct supports or team members.

Tell us about a time when you worked with others who did not work well together. How did you deal with that?

Coping Skills

Describe a time when you were faced with problems or stresses at work that tested your coping skills. What did you do?

Tell us about a high stress situation when it was desirable for you to keep a positive attitude. What happened?

When you find yourself frustrated that a roadblock exists, what do you do? Give us an example of this.

Creativity

Describe the most creative work-related project you have completed.

Customer Service

Give us an example of a time when you used your customer philosophy to deal with a perplexing problem.

Dealing with Difficult People

Tell us about a time in the past year when you had to deal with a difficult team member and describe what you did.

Think about a difficult boss or other person. What made him or her difficult? How did you successfully interact with this person?

Describe the worst customer or coworker you have ever had and tell me how you dealt with him or her.

Decision-Making

Tell us about the riskiest decision that you have made; tell us about a difficult decision you've made in the last year.

Give an example of a time when you had to be relatively quick in coming to a decision.

Give us an example of a time when you had to make a split second decision.

Tell us about a time when you were forced to make an unpopular decision.

Give me an example of a time when you had to keep from speaking or making a decision because you did not have enough information.

Think of a decision that you made within the last year that you're very proud of. Describe it.

Delegation

Tell us about a time when you delegated a project effectively.

Tell us about a time when you were given an assignment that was vague and yet you were still successful with it. What was the situation? What specifically did you do? What was the result?

Initiative

Describe a time that you showed initiative; How have you demonstrated initiative?

Can you tell us about a time that you seized an opportunity and took the ball and ran with it?

Give us an example of a time when you had to go above and beyond the call of duty in order to get a job done.

Have you ever performed duties that were beyond the scope of your job description?

Give an example of when you worked on an extremely difficult assignment with little or not resources, what did you do, what was the result?

Leadership

One positive leadership skill is the ability to achieve and sustain the healthy accommodation of differences in the workplace, regardless of what those differences are. Share with us an example of your successes in fostering a healthy work environment.

Share with us the personal qualities that you believe define you as a leader and describe a situation when these qualities helped you lead others.

Give me an example of when you had to show good leadership.

What is the toughest group that you have had to get cooperation from?

Have you ever had difficulty getting others to accept your ideas? What was your approach? Did it work?

Describe a situation where you had to change your leadership style to have the desired impact?

Motivation

How have you motivated yourself to complete an assignment or task that you did not want to do?

Why does this position interest you? What attracts you to our organization? What can you tell us about our organization?

What's important to you in a job?

How do you motivate people? Give a specific example of something you did that helped build enthusiasm in others.

What are ways you've used to recognize staff?

Tell me about a time when you took charge of a group and led the group to achieve a desired goal.

Persistence

Give an example of when your persistence had the biggest payoff.

Give us an example of an important goal you had to set, and tell us about your progress in reaching that goal.

Persuasion

Summarize a situation where you successfully persuaded others to do something or to see your point of view.

Give us an example of a time when you used facts and reason to persuade another person to take action.

Planning

Tell us about a time when you planned and pulled off a complex assignment.

Process Management

Tell us about a time when you had to organize and implement a system/work process.

Problem-Solving

Describe a major problem you have faced and how you dealt with it. Describe a situation in which you effectively developed a solution to a problem by combining different perspectives or approaches.

Think about a complex project or assignment that you have been assigned. What approach did you take to complete it?

Describe when you or a group that you were a part of was in danger of missing a deadline. What did you do?

What do you think are the major on-going concerns in this job? How would you solve them?

Give us an example of a time when you used your fact-finding skills to gain information needed to solve a problem; then tell me how you analyzed the information and came to a decision.

What do you do when your priorities don't match with those around you?

Give us a specific example of a time when you used good judgment and logic in solving a problem.

Describe a time when you anticipated potential problems and developed preventive measures.

Give an example of a time when you had to achieve consensus in a group disagreement. What was your approach? What was the outcome?

Did you ever have to source out “experts” in your organization in order to learn something? How did you do it? What were the results?

How do you approach the challenge of unfamiliar tasks? Give us an example.

Quick Study

Tell us about a situation when you had to learn something new in a short time. How did you proceed?

Seek Constant Improvement

Give me 2 or 3 specific examples from your work experience when you made something better or improved a service/product. What did you do?

Describe a time when you wanted to improve a system. What steps did you take?

Have you ever recognized a problem before your boss or co-workers did? What did you do?

Tell me about a time when you presented a new idea to your supervisor.

Supervision

How many people have you supervised? If we talked to people you supervised, what are 3 things they would say about you?

What’s the toughest part of supervising?

Tell us about a situation in which a staff member was not performing to your expectations and how you handled it.

Teamwork

Can you tell us about an occasion where you needed to work with a group to get a job done?

Tell us about a time when you worked with a person who did things very differently from you. How did you get the job done?

How do you create a team among those who work for you? What has worked? What hasn’t?

What did you do in your last job to contribute toward a teamwork environment? Be specific.

Described your most recent group effort.

Have you ever led a taskforce or team with representatives from many diverse units or departments in the organization? Describe.

Time Management

Give us an example of how you prioritize multiple demands.

If we gave you a deadline assignment while you were busy finishing another urgent problem, how would you handle the conflict?

Tell us how you went about organizing your duties in your last job.

How do you determine what is most important at work.

How frequently do issues arise in your job that force you to alter your daily routine? Describe a situation

Vision

Share with us which aspects of the position description really focus on your particular interests or talents and how would you use these in building your vision of this position?

Work Ethic

Tell me about your work ethic and back it up with specific examples.

Describe a time that you worked the hardest. What was the project or task? Specifically, what was your role?

Give me an example of how you prioritize multiple demands.

Tell me about the last time you were unable to report to work—how did you work get done that day?

Lastly...

How would you describe yourself with three adjectives?

What has been your biggest professional failure and what did you gain from this failure? /Give us an example of a time when something you tried to accomplish and failed.

Tell us about a work situation that irritated you.

Tell us about a place you worked that made you proud and why.

What do you think sets you apart from other candidates?

What have you accomplished in the way of self-development in the past year?

Was there a question you wish we had asked, and didn't?