

# SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

## Work History:

- 1) Tell me about a method you've developed to accomplish a task. Did it work the first time? If not. How did you go about refining the method?
- 2) Can you describe a situation where a crisis occurred and you had to shift priorities and work load quickly?
- 3) Describe the most important presentation (written or oral) you have prepared. How was it received?
- 4) Take me through a project where you demonstrated \_\_\_\_\_skills.
- 5) Tell me about a successful team project you were part of, and what your specific contribution(s) were.
- 6) Tell me about a difficult decision you had to make. What made it difficult? What did you learn?
- 7) We often need to document our work in written form. Give me an example of how you've done that in the past.
- 8) We often encounter situations when we are pulled in several directions at one time. Describe a time when you felt pulled by competing priorities and tell me how you handled it.
- 9) Tell me about a time you had to defend your decision or position to others who were in authority over you, who felt you had made a mistake.
- 10) Tell me about a work situation which caused you to feel demeaned or undermined. How did you handle the situation and what did you learn from it?

## Personal Approach/Attributes for Work

- 1) Tell me about a time you had to train a new employee. What did you do to help him/her and what were the results?
- 2) Describe one of the best ideas you ever “sold” to your supervisor. How did you approach him/her and what were the results?
- 3) Describe for me a time when you were unhappy with your own performance. What did you learn from this experience?
- 4) Describe a time when you were in a leadership role. Why do you think you were given this role?
- 5) Describe some risks you took on your last job. What decision process did you use to determine if the risk was worth taking?
- 6) Tell me about a time when you worked effectively under pressure.
- 7) Tell me about a time when you had to deal with an irate customer.
- 8) Tell me about a time when you were unable to complete a project on time.
- 9) Tell me about a time when you had to implement an unpopular change.
- 10) Give me an example of a time when you were able to develop a positive relationship with a co-worker, which worked to both of your advantages.