

50 Behavioral-based Interview Questions

- Describe a time on any job in which you were faced with stresses which tested your coping skills. What did you do?
- Tell me a time in which you had to not finish a task because of a lack of information. How did you handle it?
- Give an example of a time in which you had to be relatively quick in coming to a decision.
- Relate a time in which you had to use your verbal communication skills in order to get an important point across.
- Describe a job experience in which you had to speak up to be sure that other people knew what you thought or felt.
- Can you tell me a time in which you felt you were able to build motivation in your co-workers or subordinates?
- Give me an example of a specific occasion in which you had to conform to a policy with which you did not agree.
- Describe a situation in which you felt it necessary to be very attentive and vigilant to your environment.
- Provide an example of a time in which you had to use your fact-finding skills to gain information for solving a problem.
- Give me a time in which you had to set an important goal in the past and tell me about your success in reaching it.
- Describe the most significant piece of writing which you have had to complete.
- Tell me an example of a time when you had to go above and beyond the call of duty in order to get a job done.
- Can you tell me a time when you were able to effectively “read” another person and guide your actions by your understanding of their individual needs or values?
- What did you do in your last job in order to be effective with your organization and planning? Be specific.
- Describe the most creative work-related project which you have carried out.
- Tell me a time in which you felt it was necessary to change your actions in order to respond to the needs of another person.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Tell me a time when you had to carefully analyze a situation in order to be effective in guiding your actions.
- What did you do in your last job to contribute toward a teamwork environment? Be specific.
- Give me an example of any job in which you faced a problem and tell me how you went about solving it.
- Describe a situation in which you were able to positively influence the actions of others in a desired direction.
- When working on a team, what role do you usually take? Why?
- Tell me of a time when you had to take initiative to develop an innovative project to achieve better results.
- Give me two examples of when you did more than was required in any job experience.
- By providing an example, how did you handle a time where others on your team were negative.
- Everyone has to bend or break rules sometimes. Recall an example of when you had to do this.

- Describe the process you went through to make one or two of the most important decisions of your professional life.
- Have you ever been the latitude to make a decision for your boss? If so, under what circumstances?
- What process do you use to establish priorities? Be specific.
- Describe an experience in which you had to pull together resources which are not under your control.
- Give me a time when one of your suggestions was put into practice by your supervisor.
- Tell me a time when you had to implement change in your area of responsibility. What did you do to get them underway?
- What ways have you found to make your job easier or more rewarding?
- Give an example when you persuaded management to do something they were first reluctant to do. What was the result?
- Provide an example of how you resolved a conflict with you and another person when you disagreed with each other.
- Describe in any job experience how you developed rapport with your peers and your supervisor.
- Tell me about a time when you have had to utilize a system to inform your supervisor and teammates.
- Give some examples of ways you minimize stress in your life.
- By providing an example, tell me when you have had to handle a variety of assignments. Describe the results.
- Describe the most creative way you have solved a customer's problem.
- Tell me about an accomplishment that you are very proud of and why it means so much to you.
- Provide me with an example of a time when you had to teach someone a new skill or procedure.
- Describe a job experience when you successfully communicated with someone that did not personally like you.
- Tell me about a time when your supervisor was not satisfied with the quality of your work. What actions did you take?
- Describe a typical day. How do you decide what to work on and what goals to accomplish?
- Give me an example of a time when your schedule was interrupted by unforeseen circumstances. How did you handle it?
- Describe for me a situation when you failed to meet a deadline. What things did you fail to do? What did you learn?
- Tell me a time when you were on a team and one of your teammates was not pulling his/her weight. How did you handle it?
- By providing an example, tell me a situation where you had to use your ability to negotiate.
- Describe for me a job experience when you had to serve as the leader in order to accomplish a goal.