

90+ PRACTICE INTERVIEW QUESTIONS FOR BEHAVIORAL INTERVIEWS

BACKGROUND & EDUCATION

Tell me a little bit about yourself...

Walk me through your resume.

Why did you choose _____ major?

ORGANIZATION & COMPANY INFORMATION

Why us? What sparked your interest in our organization? In the specific position for which you're applying?

Where do you see yourself in 5 years?

CRITICISM

Tell me about a time your work or ideas were criticized. How did you handle it?

PRESSURE

Describe a situation that required you to work under pressure.

Tell me about a time when you were given a job or assignment where you had no prior training. How did you learn to do the job? How did it work out?

ACCOMPLISHMENTS

Describe three of your greatest accomplishments to date.

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

CHALLENGES

Describe a situation where you faced adversity or challenges. Were you successful? If not, why?

What has been your biggest academic or professional failure? What did you gain from it?

Give me an example of a time you tried to accomplish a task, and failed.

COMMUNICATION

Tell me about a time you had to use verbal communication skills in order to effectively get your point across?

Tell me about a job experience in which you had to speak up and tell others what you thought. Was it difficult? Easy?

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

Tell me about a time you had to work with someone who disagreed with you – boss, supervisor, professor? What was the outcome?

Have you had to develop and deliver a presentation? When? What was the goal? What was the outcome?

CONFLICT MANAGEMENT

How do you deal with conflict? Give an example.

Tell me about a time you had to manage a conflict or dispute among direct supports or team members.

Describe a time when you worked with others who did not work well together. How did you deal with it?

STRESS & ADVERSITY

Describe a high stress situation when you had to maintain a positive attitude. What was the result?
When you encounter a roadblock, what do you do? Give an example of a specific situation.

CREATIVITY

Describe a time you took a creative approach to a project you have completed. What was the outcome?

CUSTOMER SERVICE

What is your philosophy of good customer service? Describe a time when you used this customer service philosophy to deal with a problem.

DIFFICULT PEOPLE

Tell me about a time you recently had to deal with a difficult team member. Describe your actions and decisions. Think about a difficult boss or other person who has challenged you. What made him or her difficult? How did you successfully interact with this person?

Describe the worst customer or co-worker you've ever had, and talk about how you dealt with him or her to successfully do your job.

DECISION-MAKING

Tell me about the riskiest decision you have made in a job or position.

Give me an example of a time when you had to make a split second decision. How did you go about successfully making the decision? What was the outcome?

Tell me about a time when you were forced to make an unpopular decision. What was the outcome?

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

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

DELEGATION

Talk about how you've delegated projects, and name a time when you felt you were successful at doing this. Was there a time you felt you could have done a more effective job? When? How?

Describe a time when you were given a vague assignment, yet handled it successfully. What did you do?

INITIATIVE

Tell me about a time you went above and beyond to further an organization you've been part of, or to complete a project?

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

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 no resources. What did you do? What was the outcome?

LEADERSHIP

What personal qualities do you believe define you as a leader? Describe a situation when those qualities helped you effectively lead and inspire others.

Describe a group you've been part of that did not mesh or work well together. How did you impact the group in a positive way to complete the group project or outcome?

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

Describe a situation when you had to change your leadership style to accomplish the desired outcome or impact?

Career Services

MOTIVATION

How have you motivated yourself to complete an assignment or task that was difficult?

What is most important to you in a job? What is least important to you?

How do you motivate others? Give a specific example of something that you have done in your career that helped build enthusiasm in others.

How have you recognized team members for their accomplishments or contribution?

Talk about a time when you took charge of a group and led it to achieve a desired goal.

PERSUASION

Describe a situation when you successfully persuaded others to behave differently so they'd work more collaboratively or to see another point of view.

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

PLANNING

Tell me about a time you planned and successfully completed a complex assignment.

PROCESS MANAGEMENT SKILLS

Tell me about a time when you had to organize and implement a system or work process.

PROBLEM-SOLVING SKILLS

Describe a major problem you have faced and how you dealt with it.

Name a complex project or assignment you struggled with. What approach did you take to complete it?

Tell me about a time you had to solve a problem quickly, think on your feet?

Describe a time 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 the major ongoing concerns in this job will be? How would you solve them?

Give an example of a time you used your fact-finding skills to gain information needed to solve a problem. Talk about how you analyzed the information and came to a decision.

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

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

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

Talk about a time when you had to achieve consensus in a group disagreement. What was the outcome?

Have you ever taken the initiative to seek out "experts" in your organization in order to learn something? How did you do it? What were the results?

How have you approached the challenge of unfamiliar tasks? Give me an example.

QUICK STUDY

Tell me about a time when you had to learn something brand new in a short time. What steps did you take?

DEDICATION TO CONSTANT PROFESSIONAL AND SELF IMPROVEMENT

Give three specific examples from your work experience when you made something better or improved a service / product.

Describe a time you wanted to improve a system, but were met with resistance. What did you do?

Have you ever recognized a problem before your boss or co-workers did? How did you handle that?

Talk about a time when you presented a new idea to your supervisor. How was it received? If it wasn't received well, how did you handle it?

SUPERVISION, TRAINING, AND MANAGEMENT

Have you ever supervised others? If we talked to them, what are three things they would say about you?

What do you think is the toughest aspect of being a supervisor?

Tell me about a situation in which a staff member was not performing to your expectations. What did you do?

TEAMWORK

Tell me about a time you had to work in a group? What was your role in the teamwork? What was the outcome?

Have you worked with a person who did things differently from you? How did you resolve your conflicts?

What have you done in a job/role to contribute to an environment of strong teamwork? Please be specific.

Describe a recent group effort that you led.

TIME MANAGEMENT SKILLS

Give an example of how you can prioritize multiple demands. Is this an easy or difficult task for you?

How do you handle stress? Manage multiple competing priorities?

If you suddenly were given a deadline assignment while you were busy finishing another urgent problem, how would you handle the conflict? Have you experienced this situation in the past? How did it play out?

How did you organize your duties for your last job?

How do you determine what the top priorities are at work? How do you plan out your day so those priorities are accomplished? How do you deal with situations when those priorities need to be re-organized?

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

VISION

Share 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

How would you describe your work ethic? Please give specific examples.

Talk about a time you worked your absolute hardest to complete something. What was the project or task? What was your role? What was the outcome? What was the reward?

Give an example of how you prioritize multiple demands on your time.

Talk about the last time you were unable to report to work. How did you get the work finished that needed to be done that day?

LAST, BUT DEFINITELY NOT LEAST...

Pick three adjectives that best describe yourself and your leadership skills.

Tell me about a work situation that irritated you.

Tell us about a place you worked that made you feel proud to be part of the team. Why?

What do you believe sets you apart from all other candidates?

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

What question do you wish I had asked? What questions would you like to ask me?