

# Top Behavioral Interviewing Questions ...

## How to get the answers you need.

- (A) Use the STAR method to evaluate their answers – make sure they describe the **S**ituation, **T**ask, **A**ction, and **R**esult.
  - (B) Don't accept 'situational' responses – when you ask for specific examples don't let them give you hypothetical information (i.e., “*here's what I would do ...*”)
  - (C) Give them time to reflect before answering, don't 'count off' for taking too long.
  - (D) Follow up if anything is missing (STAR?) or to dig deeper into the situation.
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### For Adaptability:

1. Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?
2. Describe a situation in which you embraced a new system, process, technology, or idea at work that was a major departure from the old way of doing things.
3. Recall a time when you were assigned a task outside of your job description. How did you handle the situation? What was the outcome?
4. Tell me about the biggest change that you have had to deal with. How did you adapt to that change?
5. Tell me about a time when you had to adjust to a colleague's working style in order to complete a project or achieve your objectives.
6. Tell me about a situation when you came up with an innovative approach to a problem.
7. Tell me about a project or idea you had that did not work out as planned. How did you re-adjust?

### For Culture:

1. What are the three things that are most important to you in a job?
2. Tell me about a time in the last week when you've been satisfied, energized, and productive at work. What were you doing?
3. What's the most interesting thing about you that's not on your resume?
4. What would make you chose our company over others?
5. What's the biggest misconception your coworkers have about you and why do they think that?

### For Collaboration:

1. Give an example of when you had to work with someone who was difficult to get along with. How did you handle interactions with that person?
2. Tell me about a time when you were communicating with someone and they did not understand you. What did you do?
3. Tell me about one of your favorite experiences working with a team and your contribution.
4. Describe the best partner or supervisor with whom you've worked. What part of their managing style appealed to you?
5. Can you share an experience where a project dramatically shifted directions at the last minute? What did you do?

6. Tell me about a time you confronted a problem within your team?
7. When did you seek to understand someone else's perspective to resolve a problem?

**For Leadership:**

1. Tell me about the last time something significant didn't go according to plan at work. What was your role? What was the outcome?
2. Describe a situation where you needed to persuade someone to see things your way. What steps did you take? What were the results?
3. Give me an example of a time when you felt you led by example. What did you do and how did others react?
4. Tell me about the toughest decision you had to make in the last six months.
5. Have you ever had to "sell" an idea to your coworkers or group? How did you do it? What were the results?
6. Tell me about a time you looked for a solution instead of waiting to be told what to do.
7. Tell me about a time when you championed a change at your company.
8. When did you take early steps to address and solve a problem instead of waiting for the situation to worsen?
9. How have you motivated and inspired others to reach a goal?
10. Tell me about a time you resolved a conflict within your team.

**For Growth Potential:**

1. Recall a time when your manager was unavailable when a problem arose. How did you handle the situation? With whom did you consult?
2. Describe a time when you volunteered to expand your knowledge at work, as opposed to being directed to do so.
3. What would motivate you to make a move from your current role?
4. When was the last occasion you asked for direct feedback from a superior? Why?
5. What's the biggest career goal you've ever achieved?
6. Tell me about a time when you went above and beyond your regular duties.
7. Tell me about a time you received constructive criticism. How did you respond?
8. What have you learned from a failure or setback you experienced?

**For Prioritization Skills:**

1. Tell me about a time when you had to juggle several projects at the same time. How did you organize your time? What was the result?
2. Tell me about a project that you planned. How did you organize and schedule the tasks?
3. Describe a time when you felt stressed or overwhelmed. How did you handle it?
4. Give an example of a time when you delegated an important task successfully.
5. How do you determine what amount of time is reasonable for a task?

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**Questions they can/should ask you:**

- (A) What does success look like at your organization? ... in this position?
- (B) If you could describe your team in 3 words, what would they be and why?
- (C) What type of person works well with this team?
- (D) How did the company determine its mission?
- (E) What's the biggest opportunity for this role? What's the most challenging element of this role?