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Behavioral-Based Interviewing Sample Questions

Business Knowledge and Judgment Skills

- Tell me about a time when you were faced with a problem that required logic and good judgment to solve.
- Tell me about a time when you had to analyze a lot of information before making a decision.
- Tell me about a time when you identified a problem before it got out of control.
- Describe for me a time when you had to make a fast decision.
- Tell me about a time when you found yourself getting bogged down in the details.
- Tell me about a time when you used your business knowledge to improve productivity.
- Tell me about a time when you made an error. What steps did you take to resolve it?
- What do you do when you believe you are right and your boss disagrees? Give me an example of when this happened in your career.
- Tell me about a situation that you wish you had handled differently based on the outcome.
- Describe a decision you made that would normally have been made by your supervisor. What was the outcome?

Communication Skills

- Describe a situation in which you were able to use your persuasion skills to successfully convince someone to adopt your idea.
- Give me an example of a time where you used your presentation skills to try and influence someone's opinion.
- Tell me about the most important written document that you ever completed.
- Tell me about a time when you had to communicate an idea in writing.
- Tell me about a time when you were able to successfully communicate an idea to someone that may not have liked you personally.

Fostering Change

- Give me an example of a time when you had to persuade people to do something they really didn't want to do.
- Describe for me the most creative idea you've ever developed.
- Describe for me the most innovative solution you've ever developed.
- Describe for me the most unique solution to a problem you've ever developed.
- Describe for me the most significant change you've ever been asked to implement.
- Tell me about a time when you had to change the status quo.

Valuing Diversity

- Tell me about a time when you had to abide by a policy with which you did not personally agree.
- Tell me about a time when you had to deal with conflict at work.
- Tell me about a time when you were placed on a team and either you or someone on that team didn't see eye-to-eye.
- Describe for me the most difficult person you've ever had to deal with at work.
- Describe for me a time when you needed to work cooperatively with someone that did not share the same ideas as you.
- Give me an example of a time when you had to make an adjustment to your personal style in order to successfully work with a co-worker.
- Give me an example of a time when you had to adjust a situation over which you had no control.
- Tell me about a time when you had to be tolerant of a co-worker's ideas.

Leadership Skills

- Give me an example of a time when you took the initiative to lead a project.
- Tell me about a time when you used your motivational skills.
- Tell me about a time when you had to delegate a task or project to someone else.
- Tell me about time when you had to use your team-building skills.
- Tell me about a time when you had to let-go someone you liked.
- Give me an example of a time when you had to rely on a team to complete a project.
- Tell me about a time when you were displaying your true leadership style.
- Tell me about a time when you took the initiative to get something done without being asked.
- Describe for me what you did when faced with a co-worker that wasn't pulling his or her fair share of the load.
- Tell me about a time when you rewarded someone in recognition for their contribution to the company.
- Tell me about a time when you were leading a group that was not getting along with one another.
- Tell me about a time when you were placed in a leadership role and you were met with resistance.

Lifelong Learning

- Tell me about a time when you were under a great deal of stress and you had to use your coping skills.
- Tell me about a time when you were under pressure.
- Describe for me the largest obstacle that you've ever faced.
- Describe for me the most difficult ethical situation you ever faced.
- Give me an example of a time when you experienced a personal loss after doing what you believed was the right thing to do.
- Tell me about a time when you were underachieving.
- Tell me about a time when you weren't about to complete a project on time.
- Tell me about a time when you had to deal with an irate customer.

Achieving Results & Goals

- Give me an example of a stretch goal that you set for yourself and how you were able to achieve it.
- Give me an example of a time where you had to go above and beyond the call of duty to achieve a goal.
- Tell me about a time when you failed to accomplish a goal.
- Tell me about a time when you set a goal or target too high or too low.
- Describe for me the accomplishment that has given you the most satisfaction.
- Tell me about the most important goal you've ever set for yourself and how you achieved it.

Decision-Making/Problem-Solving

- Tell me about a time when you used your analytical skills to solve a problem.
- Tell me about a time when you had seemingly too many deadlines approaching at the same time and you needed to prioritize your work.
- Tell me about a time when you had to make a decision and there wasn't enough time to gather the information you needed to make a good decision.
- Tell me the most difficult decision you made in the last 12 months.
- Tell me about a time when you didn't see an obvious answer to a difficult question.
- Give me an example of a time when you had to anticipate potential problems and develop preventative measures ahead of time.
- Tell me about a time when you had to make an unpopular decision.
- Tell me about a time when you had to make a quick decision and not all the processes were in place.
- Tell me about a time when you made a recommendation that involved a lot of risk.