

Behavioural Based Interview Questions

Organizational Skills

1. Give me an example of a time you had to use your organizational skills to complete a project on a deadline.
2. Describe a situation when you had many projects or assignments due at the same time. What steps did you take to get them all done?
3. Tell me how you normally schedule your time in order to accomplish your day-to-day tasks?

Interpersonal Skills

1. Tell me about a time you disagreed with your boss. How did you handle it?
2. Describe a situation when you had a conflict with a co-worker. What was it about and how did it end up?
3. Tell me about a time when you had to be assertive.

Communication Skills

1. Give me an example of when there was a problem at work that was caused by a lack of communication.
2. Tell me about a time when you had to use your written communication skills in order to get across an important point.
3. Tell me of a time when your active listening skills really paid off for you.

Interaction and Leadership Skills

1. Tell me about an event in your past that has greatly influenced the way you relate to people.
2. Give a specific example that best illustrates your ability to deal with an uncooperative person.
3. Tell me when you had to work with someone who had a negative opinion of you. How did you overcome this?
4. Recall a time when you participated on a team; tell me an important lesson you learned that is useful to you today.
5. Describe a situation which best illustrates your leadership ability.

Problem Solving

1. Describe a situation that illustrates your ability to analyze and solve a problem.
2. Describe a problem that seemed almost overwhelming to you. How did you handle it?
3. Tell me about a time where you have used a creative or unique approach to solve a tough problem.

Decision Making

1. Give an example that illustrates your ability to make a tough decision.
2. Tell me about a decision that you made even though you did not have all the facts.
3. Describe a situation here you have had to “stand up” for a decision you made, even though it was unpopular.

Assertiveness and Motivation

1. Describe several work standards that you have set for yourself in past jobs. Why are these important to you?
2. Tell me a time when you have experienced a lack of motivation. What caused this? What did you do about it?
3. Describe a situation where you had to deal with someone who you felt was dishonest. How did you handle it?
4. Describe a situation that made you extremely angry. How did you react?
5. Tell me about time that best illustrates your ability to “stick things out” in a tough situation.
6. Describe a time when you motivated an unmotivated person to do something you wanted them to do.
7. Give me an example of when someone tried to take advantage of you. How did you react?

Adaptability

1. Tell me about a situation in which you have had to adjust to changes over which you had no control. How did you handle it?
2. Tell me about a time when you had to adjust to a classmate’s or colleague’s working style in order to complete a project or achieve your objectives.
3. How was your transition from high school to college? Did you face any particular problems? How did you handle them?

Initiative

1. Describe a project or idea (not necessarily your own) that was implemented primarily because of your efforts. What was your role? What was the outcome?
2. Describe a situation in which you recognized a potential problem as an opportunity. What did you do? What was the result? What do you wish you had done differently?
3. Tell me about a project you initiated. What did you do? Why? What was the outcome? Were you happy with the result?
4. Tell me about a time when your initiative caused a change to occur.
5. What was the best idea you came up with during your professional or college career? How did you apply it?

Integrity/Honesty

1. Discuss a time when your integrity was challenged. How did you handle it?
2. Tell me about a time when you experienced a loss for doing what is right. How did you react?
3. Tell me about a business situation when you felt honesty was inappropriate. Why? What did you do?
4. Give a specific example of a policy you conformed to with which you did not agree. Why?

Teamwork

1. Describe a situation where others you were working with on a project disagreed with your ideas. What did you do?
2. Tell me about a time when you worked with a classmate or colleague who was not doing their share of the work. How did you handle it?
3. Describe a situation in which you had to arrive at a compromise or help others to compromise. What was your role? What steps did you take? What was the result?
4. Tell me about a time when you had to work on a team that did not get along. What happened? What role did you take? What was the result?