

Sample Behavior-Based Interview Questions

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Summarize a situation where you took the initiative to get others going on an important issue, and played a leading role to achieve the results wanted.
- What steps do you follow to study a problem before making a decision?
- Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.
- What was the most complex assignment you have had? What was your role?
- Give me an example of a time when you were able to successfully communicate with another person even when that individual may or may not have personally liked you (or vice versa).
- Describe a creative/innovative idea that you produced which led to a significant contribution to the success of an activity or project.
- What kind of supervisor do you work best for? Provide examples.
- Give me a specific example of a time when you used good judgement and logic in solving a problem.
- Describe a situation that required a number of things to be done at the same time. How did you handle it? What was the result?
- How do you determine priorities in scheduling your time?
- Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.
- Give an example of when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle that person?
- We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example of how you have done this.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time in which you had to use your written communication skills in order to get an important point across.
- Describe the most significant or creative presentation which you had had to complete.
- Give me a specific occasion in which you conformed to a policy with which you did not agree.
- Describe a time on any job that you held in which you were faced with problems or stresses that tested your coping skills.
- By providing examples, convince me that you can adapt to a wide variety of people, situations, and environments.
- Give me an example of a time in which you had to be relatively quick in coming to a decision.

Behavior-Based Questions by Skillset

- **Problem Solving**
When was the last time you solved a difficult problem that would have a significant impact? How did you go about analyzing the problem? What additional information did you gather? What alternative solutions did you consider? Tell me how you implemented your solution. What was the outcome?
- **Decision Making**
What was the most difficult decision you have made in the last six months? What made it difficult? What variables did you consider? What did you decide? What was the result?
- **Initiative**
Describe your best example of taking the initiative to do something that needed to be done, even though it wasn't really your responsibility. What circumstances required you to act? What actions did you take? What impact did your initiative have on the situation?
- **Achievement/Drive**
Describe a situation in which you believe you were effective in achieving an aggressive goal. What caused you to work hard to meet this objective? What methods or skills did you use to meet your goal? What were the results? What feedback did you receive?
- **Handling Details**
Tell me about the most significant project you have worked on in which it was crucial to keep track of details while still managing the "big picture." What was the project? What skills did you utilize in managing it? How did you make sure the work got done? How did you keep focused on the overall goal of the project while still managing all of the specific parts? How did the project turn out? What feedback did you receive on your management of the task?
- **Oral Communication**
Describe a time when you had great difficulty communicating your thoughts clearly to another person or group. What was the situation? What message were you trying to convey? Where did the difficulty in communicating effectively lie? What did you do to get your point across more clearly? What was the outcome?
- **Conflict Management**
Tell me about a time when you voiced a concern or disagreement to a co-worker, supervisor, or professor. Where did the disagreement originate? What did you say to the other person? What was his/her reaction? What was the outcome of the disagreement?
- **Coordinating/Leading Others**
Tell me about a situation in which you had to coordinate several people to achieve a goal. What prompted you to take the lead? How did you go about coordinating and leading the group? How did they respond? What tools did you use to measure the progress of the group? What was the outcome?
- **Managing Stress**
Describe your most disappointing experience. How did you cope with it? What did you do to move beyond it?
- **Technical Expertise**
Tell me about a time you were effective in putting your technical expertise to use to solve a problem. What was the problem? In what ways did you draw upon your technical knowledge to solve it? What was the outcome?