

EXAMPLES OF BEHAVIORAL INTERVIEW QUESTIONS

1. Give me an example of a time when you were able to communicate with someone at work that other people had problems with.
2. Can you describe a situation in which you have found it important to "take a stand", even when the outcome of your position would likely be to your immediate disadvantage?
3. Give me an example of when you had to deal with a tense situation and how you handled it.
4. Tell me about some situations in which you became frustrated or impatient when dealing with (customers, subordinates, boss, co-workers). What did you do?
5. Describe a situation where you wished you had acted differently with someone at work. What did you do? What happened?
6. Describe a discussion with one of your subordinates who was having or causing problems. How did you get involved? How did you handle it?
7. Tell me about one of the toughest individuals or groups you had to get cooperation from. What did you do?
8. Have you ever led task forces, committees, or groups that didn't report to you, but from whom you have had to get work? What did you do to get what you wanted from the group? What were the satisfactions and disappointments?
9. Have you ever had problems in getting your subordinates to accept your ideas or department goals? What approach did you use? How effective was it?
10. Describe a time when you presented a particularly good idea to your supervisor. What was your approach?
11. We've all had to work with someone who is very difficult to get along with. Give me an example of a time when this happened to you. Why was that person difficult? What did you do?
12. Describe a project or idea (not necessarily your own) that was sold, implemented, or carried out successfully primarily because of your efforts.
13. Describe an example of a high pressure situation you've had to deal with. How did you cope with it?

14. Give me an example of a time when your ideas were strongly opposed in a discussion. How did you react?
15. Think back on a situation that was sensitive, either politically or administratively. Describe the critical issues and how you resolved them.
16. Describe a specific incident where you negotiated a successful agreement between two or more people or organizations who were in conflict with each other.
17. Describe a time when you worked successfully in a team; when you worked successfully alone.
18. Tell me about one of the toughest referrals you have ever made. What did you do? What happened?
19. Think of a time when you felt caught between a client and someone else (i.e. a family member, supervisor, probation officer, etc). How did you resolve the conflict?