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# SAMPLE BEHAVIORAL INTERVIEWING QUESTIONS

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## **Planning and organization**

Give an example of how you prioritize and organize your schedule?

Tell me about a time you successfully met an important goal.

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?

## **Communication Skills**

Give me an example of how you have used active listening skills to help a situation.

Tell me about a time when you had to explain complicated material. How did you clarify if the other person made sense of your explanation?

Describe a situation where you persuaded others.

Tell me about a time in which you had to use your written communication skills in order to get across an important point.

## **Initiative**

Give an example when you went above and beyond expectations.

Tell me about project you have initiated. What influenced you to begin the project?

## **Interpersonal skills**

When working on a team for a class project have you ever had an experience where one person was not doing their share of the work? What did you do?

Tell me about the most challenging person you have ever dealt with.

Give me an example where you resolved a conflict.

Describe a situation when you had to be assertive.

Describe a situation that was successful because of your participation.

## **Decision Making**

Give an example of a time you had to make a difficult decision.

Describe a time you had to defend your decision.

Summarize a situation where you had to seek out relevant information, define key issues, and determine steps to get a desired result.

## **Flexibility**

Describe a situation in which you were able to overcome a "personality conflict" in order to get results.

Give an example of a stressful situation in which you used coping skills to manage.

## **Leadership**

Tell me about a time when you took charge of a project in order and achieved successful results.

Discuss situation where you have turned ideas into action.

Tell me about a time you had to lead people who did not want to be led.

## **Creativity/Innovation**

Give an example of a time you provided an innovative solution?

What is the most creative thing you have done?