

# BEHAVIORAL INTERVIEW QUESTIONS

## What's a Behavioral Question

A behavioral interview question can be used to help evaluate a candidate's potential future performance. This involves asking questions about the candidate's behavior in past situations that are similar to the ones required in the role you're trying to fill. These questions may be used to assess the applicant in relation to the knowledge, ability, skill and other important competencies relevant to the job.

## What's the Advantage of Using Behavioral Questions

Using your instinct to make a decision is important, but it should not be the sole reason to select a candidate. Many candidates have a great demeanor and look intelligent, yet if you were to dig into their experience, you may discover that they had constant friction with previous co-workers and absolutely no problem-solving skills. Behavioral interview questions will help you uncover previous patterns that can keep you from making a bad hire.

## Behavioral Questions

Samples of behavioral questions have been included for your use, so that you can choose and integrate them with your standard interview questions. The key to utilizing these questions is to **always** ask that the candidate provide an example of a previous time in which they demonstrated that skill.

Preceding each question is the skill that you're probing to better understand.

## Management

- *Adaptability* - Tell me about a time you adapted to a big change at work. ...
- *Collaboration* - Describe a situation where you had to collaborate with someone with a different working style. ...
- *Motivation* - Give an example of a strategy you have used to motivate others.
- *Leadership* - Give me an example of a time when you felt you led by example. What did you do and how did others react?
- *Decision Making*- Tell me about the toughest decision you had to make in the last six months.
- *Conflict Management* - Give an example of when you had to work with someone who was difficult to get along with. How did you handle interactions with that person?

## **Administrative**

- *Time Management* - Have you ever had to juggle multiple tasks? Tell me about how you stay organized and on schedule
- Tell me about a time you made a mistake at work. How did you handle it?
- *Adaptability* - Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?
- *Conflict Management* - Give an example of when you had to work with someone who was difficult to get along with. How did you handle interactions with that person?

## **Development**

- What do you enjoy about fundraising, specifically, what are the elements that you most enjoy?
- Tell us about the fundraising channels you have the most expertise in?
- *Building Relationships* -What is the largest donation ask you've ever presented to a potential donor? Did you get it? Why did the donor give or why didn't the donor give?
- *Building Relationships* - How do you build a healthy relationship with a prospect? please tell us about a time when you were able to do this.