

SAMPLE QUESTIONS - BEHAVIORAL

1. Describe a time on any job in which you were faced with **stresses which tested your coping skills**. What did you do?
2. Tell me a time in which you had **to not finish a task** because of a lack of information. How did you handle it?
3. Give an example of a time at work in which you had **to be relatively quick in coming to a decision**.
4. Relate a time at work in which you had **to use your verbal communication skills** in order to get an important point across.
5. Describe a job experience in which you had **to speak up** to be sure that other people knew what you thought or felt.
6. Can you tell me a time in which you felt you were able **to build motivation** in your co-workers or subordinates?
7. Give me an example of a specific occasion in which you had **to conform to a policy** with which you did not agree.
8. Describe a situation in which you felt it necessary **to be very attentive and vigilant** to your work environment.
9. Provide an example of a time in which you had **to use your fact-finding skills** to gain information for solving a problem.
10. Give me a time in which you had **to set an important goal** at work in the past and tell me about your success in reaching it.

11. Describe **the most significant piece of writing** which you have had to complete.
12. Tell me an example of a time when you had **to go above and beyond the call of duty** in order to get a job done.
13. Can you tell me a time when you were able **to effectively “read” another person** and guide your actions by your understanding of their individual needs or values?
14. What did you do in your last job in order **to be effective with your organization and planning?** Be specific.
15. Describe **the most creative work-related project** which you have carried out.
16. Tell me a time in which you felt it was necessary **to change your actions at work** in order to respond to the needs of another person.
17. Give me a specific example of a time when you used **good judgment and logic in solving a problem.**
18. Tell me a time when at work you had **to carefully analyze a situation** in order to be effective in guiding your actions.
19. What did you do in your last job **to contribute toward a teamwork environment?** Be specific.
20. Give me an example on any job in which you **faced a problem** and tell me how you went about solving it.
21. Describe a situation at work in which you were able **to positively influence the actions of others** in a desired direction.
22. When **working on a team**, what role do you usually take? Why?
23. Tell me of a time when you had **to take initiative to develop an innovative work project** to achieve better results.