Behavioral Interview Examples

* *“Please give me an example of your attention to detail.” (Competency = Attention   
  to Detail)*
* *“Tell me about a time when you had to cut corners in order to finish a project or meet a manager’s expectations.” (Competency = Work Ethic)*
* *“Tell me about a time when you had to work with someone you didn’t like.” (Competency = Relationship Building)*
* *“Tell me about a time when you missed a deadline. How did it happen, and what was the result?” (Competency = Time Management)*
* *“Describe a problem you’ve had on the job and tell how you went about solving it.” (Competency = Problem Solving)*
* *“Tell me about a time when you had to sacrifice quality to meet a deadline and how you handled it.” (Competency = Attention to Detail or Quality Management)*
* *“Give an example of a conflict with a coworker. How did you handle it?” (Competency = Teamwork)*
* *“Tell me about a time when you had to step in to help a group or team complete a task/project/assignment. What did you do?” (Competency = Teamwork)*
* *“Describe the best working relationship you’ve had. What did you do to make it successful?” (Competency = Building Relationships)*
* *“Describe a time when it was particularly difficult for you to gain credibility with someone. What did you do?” (Competency = Building Relationships)*
* *“Sometimes teams go off track when working toward a specific project or goal. Describe a time when this happened and you were able to help your team get back on track. What did you do?” (Competency = Managing People or Teamwork)*
* *“Think of a time when you had a major role in developing a team that became very successful. Tell me one or two things you did that contributed to the team’s success.” (Competency = Managing People or Teamwork)*
* *“Tell me about a time when you faced a strict deadline and how you handled it.” (Competency = Time Management or Planning and Organizing)*
* *“Describe a task you truly disliked and how you handled it.” (Competency = Work Ethic)*
* *“Describe a situation in which you were able to persuade someone to see things your way.” (Competency = Persuasion)*
* *“Tell me about a time when your manager or client asked you to do something that you didn’t think was appropriate. How did you respond?” (Competency = Ethics)*
* *“Give me a specific example of a time when you used good judgment and logic in solving a problem.” (Competency = Problem Solving)*
* *“Give me an example of a time when you set a goal and were able to meet or exceed it.” (Competency = Results Orientation)*
* *“Tell me about a policy you didn’t agree with but had to comply with anyway. What did you do?” (Competency = Decision Making or Influence)*
* *“Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.” (Competency = Work Ethic)*
* *“Tell me about a time when you had too many things to do and you were required to prioritize your tasks.” (Competency = Time Management or Prioritization)*
* *“Give me an example of a time when you had to make a split-second decision.” (Competency = Decision Making)*
* *“Tell me about a time you successfully dealt with another person even when that individual may not have personally liked you (or vice versa).” (Competency = Interpersonal Skills)*
* *“Tell me about a difficult decision you’ve made in the last year.” (Competency = Decision Making)*
* *“Give me an example of when you showed initiative and took the lead.” (Competency = Initiative)*
* *“Tell me about a recent situation in which you had to deal with a very upset customer or coworker.” (Competency = Customer Service)*
* *“Tell me about a time when you had to bend a policy to accommodate a customer. What happened?” (Competency = Customer Service or Decision Making)*
* *“Company policies vary regarding employees’ personal use of office equipment (e.g., copiers, phones). Tell me about a time when you used company equipment for personal reasons.” (Competency = Ethics)*
* *“Tell me about a time when you had to coordinate resources (people, processes, departments, equipment) to complete a complex project. What did you do? What was the result?” (Competency = Project Management)*
* *“Tell me about one of your most successful attempts to influence others to accept your point of view.” (Competency = Persuasion)[[1]](#footnote-1)*

Practice Interview

1. Business Communication In person, In Print, Online. Newman & Ober. [↑](#footnote-ref-1)