

BEHAVIOR-BASED INTERVIEW QUESTIONS

These questions ask for specific examples of your behavior in past work experiences. Instead of asking how you **WOULD** behave in a particular situation, the interviewer will ask you to describe how you **DID** behave.

1. Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused? (**commitment to task**)
2. Describe a situation in which you had to use reference materials to write a research paper. What was the topic? What journals did you read? (**research/written communication**)
3. Give me a specific example of a time when a co-worker or classmate criticized your work in front of others. How did you respond? How has that event shaped the way you communicate with others? (**oral communication**)
4. Give me a specific example of a time when you sold your supervisor or professor on an idea or concept. How did you proceed? What was the result? (**assertiveness**)
5. Tell me about a time when you came up with an innovative solution to a challenge your company or class was facing. What was the challenge? What role did others play? (**creativity and imagination**)
6. Describe a time when you got co-workers or classmates who dislike each other to work together. How did you accomplish this? What was the outcome? (**teamwork**)
7. Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn? (**time management**)
8. Describe a time when you put your needs aside to help a co-worker or classmate understand a task. How did you assist them? What was the result? (**flexibility**)
9. Describe two specific goals you set for yourself and how successful you were in meeting them. What factors led to your success in meeting your goals? (**goal setting**)
10. What steps do you follow to study a problem before making a decision? (**problem solving**)
11. Describe an instance when you had to think on your feet to extricate yourself from a difficult situation. (**handling stressful situations**)
12. Provide an example of how you acquired a technical skill and converted it into a practical application. (**technical expertise**)