

Behavioral-Based Interview Questions.

Use open-ended questions to explore with the candidate how she/he would respond to a given situation. Be sure not to phrase the question in a way that suggests the desired response.

- Describe what you would say if asked to talk about yourself in a group of 15 people.
- If someone told you that you had made an error, describe how you would react and what you would say in your defense.
- If someone asked you for assistance with a matter that is outside the parameters of your job description, what would you do?
- You are a committee member and disagree with a point or decision. How will you respond?
- Describe what you would classify as a crisis.
- You are angry about an unfair decision. How do you react?
- Suppose you are in a situation where deadlines and priorities change frequently and rapidly. How would you handle it?
- How do you know when you are stressed? What do you do to de-stress?
- Tell me about a time when you were a part of a great team. What was your part in making the team effective?
- Give me an example of a time when you had to deal with a difficult co-worker. How did you handle the situation?
- How do you think your co-workers would respond if you were absent from work?
- Can you tell me about a time during your previous employment when you suggested a better way to perform a process?
- Tell me about a personal or career goal that you have accomplished and why that was important to you.

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- Give an example of a time when you were trying to meet a deadline, you were interrupted, and did not make the deadline. How did you respond?
- What strengths did you rely on in your last position to make you successful in your work?
- What do you do when you know you are right and your boss disagrees with you? Give me an example of when this has happened in your career.
- Tell me about a situation you wish that you had handled differently based on the outcome. What was the situation? What would you change (or will you change) when faced with a similar situation?
- Suppose your supervisor asked you to get information for them that you know is confidential and he/she should not have access to. What would you do?
- Describe a time when you performed a task outside your perceived responsibilities. What was the task? Why did you perceive it to be outside your responsibilities? What was the outcome?
- It's 4:30 on a Friday afternoon. Your supervisor gives you an assignment that needs to be finished by 8:00 Monday morning. You have already made plans to be away the entire weekend. What would you do?
- If you observed a co-worker who made inappropriate sexual or racial remarks to another employee, and it was obvious to you that the situation was creating an uncomfortable environment, what would you do?
- Tell me about a project or work activity that was particularly challenging for you? What was the outcome.
- Describe the ideal ways you would prefer your immediate manager to supervise you.
- When you have been faced with a project where you did not have the necessary knowledge or resources to complete it, how did you proceed?
- What traits do you most value in your co-workers?

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