

# Behavioural Interview Questions List

Behavioural interview questions are the most commonly asked type of questions. It is important to prepare your answers ahead of time. Use these example questions to practice.

## Most Commonly Asked Behavioural Questions

- » What was the most difficult decision you had to make?
- » What are your greatest strengths? Weaknesses?
- » What was the most significant thing you accomplished in your most recent job?
- » Why should we hire you?
- » What are your salary requirements?
- » Describe the most difficult customer service experience you have ever had to handle - perhaps an angry or irate customer, or someone who was emotionally distraught. What did you do and what was the outcome?
- » Describe the most significant or creative presentation you have had to complete.
- » Describe a project or idea that was successfully implemented because of your efforts.

## Common Behavioural Questions

### WORK HISTORY

- » What new procedures or improvements have you implemented?
- » Describe a project or idea that was successfully implemented because of your efforts.
- » Describe a time when you were not happy with your performance. What did you do about it?
- » Tell me about a time you had to adjust quickly to changes over which you had no control. How did this change you?
- » Tell me about a time when you had to go above and beyond your capacity in order to get the job done.
- » Give an example of an important goal that you set in the past and about your success in reaching it.
- » Give me a specific occasion on which you conformed to a policy with which you did not agree.
- » What is the biggest mistake you have ever made?
- » Give me an example of when your work was criticised in front of others. What did you do?

### COMMUNICATION

- » Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa).
- » Describe a time when you had to use your written communication skills to get an important point across.
- » How do you react when you know you are right and no one will listen or heed your advice?
- » Describe a time when others you were working with on a project disagreed with your ideas.
- » Describe a situation in which you used persuasion to convince someone to see things your way.
- » Describe a situation in which you had to arrive at a compromise or guide others to compromise.
- » Through examples, convince me that you can adapt to various people situations and environments.
- » Describe a situation where you had to request help or assistance on a project or assignment.

### DECISION MAKING

- » What steps do you take in making decisions?
- » Describe a time when you had to think on your feet to free yourself from a difficult situation.
- » Give an example of a time in which you had to be relatively quick in coming to a decision.
- » Recall a time when you were assigned what you considered to be a complex project. Specifically, what steps did you take to prepare for and finish the project? Were you happy with the outcome? What one step would you have done differently if given the chance?
- » What steps do you follow to study a problem before making a decision?
- » How do you determine priorities in scheduling your time? Give examples.
- » How do you ensure that you meet deadlines?
- » Tell me about a time when you had to make a decision with very little information.

## PROBLEM SOLVING

- » Describe a time when you used your creativity to solve a problem.
- » Your supervisor has given you an urgent task to take care of and has fallen ill in the hospital. You don't fully understand what needs to be done. What do you do?
- » Give an example of a time when you identified and fixed a small problem before it became a major problem
- » Give me a specific example of a time when you used good judgment and logic in solving a problem.
- » Tell me of a time when you worked with a colleague who was not completing his or her share of the work.
- » Who, if anyone, did you tell or talk to about it? Did the manager take any steps to correct your colleague?
- » Did you agree or disagree with the manager's action?
- » Describe a time when you were faced with problems or stress that tested your coping skills.
- » Recall a time from your work experience when your manager or supervisor was unavailable and a problem arose. What was the nature of the problem? How did you handle the situation? How did that make you feel?
- » Describe a conflict that you have had with a co-worker or a supervisor. How did you resolve it?

## THE NEW OPPORTUNITY AND COMPANY

- » What do you know about our company?
- » Where do you see yourself advancing in our organisation?
- » What interests you about this job?
- » Why do you want to work for this company?
- » What are your concerns about working for this company?
- » Can you perform the job as we have described it?
- » Are you available to travel or work overtime?
- » There are some very tedious/boring/mundane elements of this job. How will you handle the least enjoyable aspects of this position?
- » You've had very little experience with X and this position requires a fair bit of X. How will you handle learning and performing X?
- » This is a much smaller/larger company than the companies you worked at before. How do you see yourself fitting in? How will you adjust?
- » What attracts you to this industry?
- » Why do you love this industry/position?
- » How do you plan to further develop your skills?

- » Are you willing to relocate? Where would you be willing to relocate?
- » Would you like to/are you able to work from home? How would you stay focused at home?
- » What sort of goals have you set for the future? How do you plan to achieve them?
- » What are your short-term goals?
- » What do you plan to do to further your education/training?
- » What courses/programs are you planning on taking in the future?

## EDUCATION

- » Why did you choose to study X?
- » If you could start your education all over, would you still have studied X, or would you have done something differently?
- » What are your marks like? Do you have certificates or mark sheets ?
- » What kinds of courses did you enjoy the most?
- » What course did you like the least and why?
- » What extracurricular activities were you involved in at school?
- » How did your education prepare you for your career?

## MANAGEMENT STYLE

- » Have you managed people in any of your previous positions? How many people did you manage?
- » How do you handle performance issues with people you supervise?
- » Have you ever hired anyone? Why did you hire that person? Was the person successful at his/her job?
- » Have you ever fired anyone? Why?
- » How do you react when members of your team are not pulling their own weight?
- » In a supervisory or group leader role, have you ever had to discipline or counsel an employee or group member? What was the nature of the discipline? What steps did you take? How did that make you feel?
- » Tell me about a time when you came up with an innovative solution to a challenge your company/department was facing? What roles did others play?