

# Behavioral Interviewing Worksheet

## GETTING TO KNOW YOU QUESTIONS

QUESTION	WHAT THEY ARE ASSESSING	YOUR ANSWER
Tell me about yourself.	What have you done in the past, what are you doing now, and where are you headed? You can also explain key transitions.	
Tell me about your work experience.	What have you accomplished professionally? What can you summarize about your resume? How can you highlight the most impactful moments?	
Why are you interested in this role?	What brought you to this field? How do you know it is a fit? Do you demonstrate understanding of the field and genuine enthusiasm?	
Why are you interested in this company?	Have you researched how they work, and is it aligned with what you're looking for? What type of environment is right for you? Are you only focusing on your needs rather than contributions?	
What's one thing that's not on your resume that you would like me to know about you?	Are you a dynamic person with interests outside of work? Why is it important for them to know this about you?	

## SELF-AWARENESS QUESTIONS

QUESTION	WHAT THEY ARE ASSESSING	YOUR ANSWER
What would you say is your greatest strength and weakness?	Are you accurately in tune with yourself? Is your answer genuine? In your weakest professional experience, what did you learn from it?	
Where do you see yourself in five years?	Are you going to leave our company quickly? Are you ambitious? Have you thought about your future?	
Tell me about something you've accomplished that you are proud of.	What's important to you?	
Tell me about a time where you were given feedback. How did you respond?	Are you answering genuinely? Is there a lesson you took away from the experience that you incorporate into your professional self now?	

COMMUNICATION, TEAMWORK & LEADERSHIP

QUESTION	WHAT THEY ARE ASSESSING	YOUR ANSWER
Tell me about a time you encountered conflict on a team. How did you handle it?	Can you work through uncomfortable situations? Did you handle it appropriately? Did you 'go negative'? What did you learn?	
Have you ever had to explain a technical concept to a non-technical person? Can you tell me about that?	Can you work across departments and business areas? Are you clear and concise? How did you know they understood?	
Give me an example of a time you had to present a problem or new idea to the team?	What is your process? Are you a strong public speaker?	
Tell me about a time you took the lead.	Do you display leadership qualities? What type of leader are you? Can you take initiative? Can you motivate others?	
When you're working in a group, what role do you tend to play?	Do you have strong self-awareness into your contributions to group dynamics?	
Tell me about a time you had to make a decision that was unpopular.	Are you able to make tough choices and stand your ground? Were you adequately sensitive to others' perspectives?	
Tell me a time when you had multiple tasks to prioritize?	Are you good at time management? Can you organize tasks by priority?	
Tell me a time when you were working on a task or project that didn't go as expected.	Can you troubleshoot issues? If you encounter an issue or delay, how do you communicate that and move forward? What did you learn from the experience?	



TAKING INITIATIVE

QUESTION	WHAT THEY ARE ASSESSING	YOUR ANSWER
Tell me about a time you improved on a process or workflow.	Are you good at identifying process improvements, or comfortable with the status quo? Can you implement it?	
Give me an example of a scenario when you went above and beyond what was asked of you.	Are you going to do the bare minimum, or are you going to excel in this role? What type of worker are you?	
Tell me about a time you set a goal for yourself and achieved it.	Are you self-motivated or do you need others to give you instructions? Can you follow through on what you start?	
Give me an example of a time when you had to ask for help at work. Was it difficult?	Are you able to ask for help appropriately? Will you waste time struggling rather than collaborate with your peers?	

SITUATION	What’s the context and background of the story? Keep it brief!
TASK	What was the task at hand? What was the challenge?
ACTION	What did you decide to do? What specific steps did you take?
RESULT	What happened as a result of your actions?
TAKEAWAYS	Were there any takeaways for the future?

