

Behavioral Interview Questions

Outlined below is sampling of behavioral based interview questions. Behavioral based questions are the single best predictor of a candidate's future job performance. Your questions should be targeted to the candidate's past job behavior and should explore their education and work experience, intellectual capacity, interpersonal, interaction skills and motivation factors. Questions should be open -- ended; avoid questions that can only be answered with a 'yes' or 'no'.

Technical Knowledge and Experience

What activities have you participated in to improve your technical awareness over the last year? How did you incorporate them into your current job?

What do you think are the three most critical areas for the future? Why?

Discuss your experience in _____. What were your most common problems, why, and how did you handle them?

Think of a project you participated in over the last year. Tell me exactly what your role was and what you did. What problems or issues were there and how did you handle them?

What skills and expertise do you bring to this job and how will you use them?

What are the critical technologies for _____. How do you think they will effect you in your job?

Think of a project or situation you had where you made a mistake. Why and what happened? What did you learn?

What technical achievement are you most proud of and why? What are you the least proud of and why?

Leadership I Management Skills

Describe your management philosophy and practices. Tell us about a time when you really had to put them to the 'test'.

What management skills and experience will you bring to enhance _____?

Describe a time when you had to hire a number of staff who were going to work as a team. How did you do that -- what traits did you look for?

Describe a time when you had to resolve conflicts that arose from managing a team or multi-program department. What did you do -- what did you learn?

Describe how you foster a highly motivated and productive work environment especially during times of change.

What experience have you had implementing reorganizations or change in an organization? How did you do this -- what were the challenges and regrets?

Describe a situation where you've had to determine what technologies/projects should be included in an organization. How did you do that -- what criteria did you use?

Describe a time when you've had to work with strong -- willed peers. What did you do -- how did you handle them so you could influence their decisions?

Analytical Skills

Describe a situation when advising or recommending a course of action where the customer did not follow or did not accept. What happened -- what did you learn?

Describe examples of problem solving and decision making required in your job.

Have you had to explain data -- how it was derived and what it means?

Describe a situation where you made a decision that was overturned. What were the consequences? Did you do anything different as a result?

Describe a failure/mistake in your professional life. What did you do about it?

Describe a project/assignment that resulted in a process improvement.

Writing Skills | Presentation skills

Describe the types of experience you have had writing for _____.

What experience do you have giving presentations? What is your preferred method?

Describe experience in developing and/or conducting presentations or training activities.

Interpersonal Communication Skills

What contributions have you made to improve teamwork?

What work have you done that involved working with sensitive or confidential issues?

Customer Service Skills

In your current position, who are your customers? What are their needs? How do you know you are meeting their needs?

Tell us about one of your demanding customers. Why? What conflicts did you have? How did you resolve them?

Can you identify a situation where you received some customer feedback that made you re-think the way you were working?

Describe how you established partnering relationships with your clients.

Describe your experience in influencing or participating in a customer decision.

Multi-tasking | Organizational skills

Describe a large-scale project you were responsible for -- how did you meet your deadlines?

Describe your method of handling your projects or work each day.

Give examples of a situation where there were competing priorities. What actions did you take and what were the results?

Can you describe something you worked on that involved a lot of detail and how did you handle it?

Job Match

How would you describe your ideal job?

Why do you want to leave your current job?

If we were to ask your supervisor about your strengths, what would he or she say?

What areas do you still feel need developing to improve your effectiveness on the job?

What are you doing currently in your job that you would like to not have to do? What are you doing you'd like to continue doing?