

## **Appendix – Commonly Used Behavioral-based Interview Questions**

1. Tell us about yourself.
2. Why are you interested in this job?
3. What is an achievement about which you are especially proud?
4. What steps have you taken to overcome a challenge?
5. Give an example of someone who was difficult to get along with at work. Why was this person difficult? How did you handle that person?
6. When thinking about leadership styles, what kind of supervisor do you respond to most easily? Provide examples.
7. Give an example of a time you had to make an important decision. How did you make the decision? What factors did you have to consider?
8. Tell us about a time when something did not go as planned. How did you handle it?
9. Give an example of a time during which you had to be relatively quick in coming to a decision.
10. Tell us about a time when you were approached by an unhappy customer, co-worker, or team member. What was your response?
11. Describe an experience when you worked effectively under pressure.
12. Tell us about a time when you came up with an innovative solution to a challenge your company/class/organization was facing. What was the challenge and the outcome?
13. Tell us about a time when you had to go above and beyond the call of duty in order to get a job done.
14. Describe an experience when you were not very satisfied or pleased with your performance. What did you do about it?
15. What factors do you consider when setting goals for a project?
16. What do you do if you disagree with someone at work?
17. By providing examples, convince me that you can adapt to a wide variety of people, situations, and environments.
18. Describe a situation in which you have had to adjust quickly to changes over which you had no control. What was the impact of the change on you?

19. Sometimes it can be easy to get in “over your head.” Describe a situation where you had to request help or assistance on a project or assignment.
20. 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?