Sample Behavioral Based Interview Questions

I.   Alignment with Department/Organizational Values, Goals & Mission

- Tell me about a new project you've managed or implemented. What impact did it have on your organization?
- Tell me about a time that you went above and beyond the call of duty.
- Provide an example of how you have contributed in a team environment.
- What does "diversity" mean to you? Provide an example of ways in which you have contributed to creating an inclusive environment.
- How have your professional strengths improved the business of your current or most recent employer?

II.   Competency/Experience (Tailored to specific need/position)

- Briefly describe your work history.
- How would your supervisor describe your work style?
- Talk about your greatest achievement in your career. What did you learn from the experience?
- Describe your experience with [fill in with a specific computer program/software, etc.]

III.   Dependability/Self-Management

- Give an example of a time when you could not meet a deadline. What did you do?
- Describe a time when you successfully organized a team. What was the approach/outcome?
- Talk about how you react to obstacles.
- Tell me about a problem that you identified - and how you resolved it?
- Give an example of a time that you took initiative.

IV.   Integrity/Transparency/Character

- Tell me about a mistake you made. How did you handle it?
- When your ideas are rejected or met with resistance, what is your approach?
- Talk about a time when you had an upset customer. How do you deal with this type of situation?

- Describe a difficult situation with a fellow co-worker. How did you handle it and what was the outcome?

V.   Team Engagement & Adaptability

- How do you describe yourself as a leader?
- How do you handle a new environment? What is your approach?
- Tell me about a time when you encountered a challenging situation? How did you handle it?
- How would you select members of a team?
- Tell me about a time when you needed to make an unpopular decision.

VI.   Other (General Questions)

- What do you know about Kent State University/company?
- What interests you about KSU/company and this department/position?
- Why are you interested in leaving your current role?
- What asset(s)/experience could you bring to KSU/company?
- Describe your ideal work environment.
- What are you career goals? What are your goals for professional development?
- What do you see as a challenge in this position?
- Are there any questions we didn't ask that you were hoping we would?

<u>How to Answer Behavioral Questions</u>

To provide a good answer and keep from rambling, try to stay on P-A-R by doing the following:

P = State the "Problem"/Situation/Issue

A = Recap the "Action" you took to resolve the problem

R = Give a *positive* "Result"