Behavior Based Question Examples

1. Give an example of a time in which you had **to be relatively quick in coming to a decision**.
2. Relate a time in which you had **to use your verbal communication skills** in order to get an important point across.
3. Describe a job experience in which you had **to speak up** to be sure that other people knew what you thought or felt.
4. Can you tell me a time in which you felt you were able **to build motivation** in your co-workers or subordinates?
5. Give me an example of a specific occasion in which you had **to conform to a policy** with which you did not agree.
6. Describe a situation in which you felt it necessary **to be very attentive and vigilant** to your environment.
7. Provide an example of a time in which you had **to use your fact-finding skills** to gain information for solving a problem.
8. Give me a time in which you had **to set an important goal** in the past and tell me about your success in reaching it.
9. Describe **the most significant piece of writing** which you have had to complete.
10. Tell me an example of a time when you had **to go above and beyond the call of duty** in order to get a job done.
11. What did you do in your last job in order **to be effective with your organization and planning**? Be specific.
12. Describe **the most creative work-related project** which you have carried out.
13. Tell me a time in which you felt it was necessary **to change your actions** in order to respond to the needs of another person.
14. Give me a specific example of a time when you used **good judgment and logic in solving a problem**.
15. Tell me a time when you had **to carefully analyze a situation** in order to be effective in guiding your actions.
16. What did you do in your last job **to contribute toward a teamwork environment**? Be specific.
17. Give me an example on any job in which you **faced a problem** and tell me how you went about solving it.
18. Describe a situation in which you were able **to positively influence the actions of others** in a desired direction.
19. When **working on a team**, what role do you usually take? Why?
20. Tell me of a time when you had **to take initiative to develop an innovative project** to achieve better results.
21. Give me two examples of when you **did more than was required** in any job experience.
22. By providing an example, how did you handle a time where **others on your team were negative**?
   Everyone has to **bend or break rules** sometimes. Recall an example of when you had to do this.
23. Describe the process you went through **to make one or two of the most important decisions** of your professional life.
24. Have you ever been the latitude **to make a decision for your boss**? If so under what circumstances?
25. What process do you use **to establish priorities**? Be specific.
26. Tell me a time when you had to implement change in your area of responsibility. What did you do to get them underway?
27. What ways have you found to make your job easier or more rewarding?
28. Give an example when you persuaded management to do something they were first reluctant to do. What was the result?
29. Provide an example of how you resolved a conflict with you and another person when you disagreed with each other.
30. Describe in any job experience how you developed rapport with your peers and your supervisor.
31. Tell me about a time when you have had to utilize a system to inform your supervisor and teammates.
32. By providing an example, tell me when you have had to handle a variety of assignments. Describe the results.
33. Describe the most creative way you have solved a customer’s problem.
34. Tell me about an accomplishment that you are very proud of and why it means so much to you.
35. Provide me with an example of a time when you had to teach someone a new skill or procedure.
36. Describe a job experience when you successfully communicated with someone that did not personally like you.
37. Tell me about a time when your supervisor was not satisfied with the quality of your work. What actions did you take?
38. Describe a typical day. How do you decide what to work on and what goals to accomplish?
39. Give me an example of a time when your schedule was interrupted by unforeseen circumstances. How did you handle it?
40. Describe for me a situation when you failed to meet a deadline. What things did you fail to do? What did you learn?
41. Tell me a time when you were on a team and one of your teammates was not pulling his/her weight. How did you handle it?
42. By providing an example, tell me of a situation where you had to use your ability to negotiate.
43. Describe for me a job experience when you had to serve as the leader in order to accomplish a goal.