

Behavioral Questions

All behavioral based questions should be answered using STAR
(Situation, Task involved, Actions taken on your part, Results/outcomes of action)

Dealing with Ambiguity: Employers want to know how a candidate will process information and formulate a decision when the “right” answer is unclear or the course of action risky.

- Tell about a project you had to do in an area in which you had little or no knowledge, training or experience. How did you approach it?
- Tell me about the biggest risk you ever took.
- Sometimes you must work in unsettled or rapidly changing circumstances. When have you found yourself in this situation? What did you do?

Overcoming Obstacles: Every work environment has obstacles and difficult situations that can prevent progress. Employers want to know what you will do to rise above these problems and effectively execute the strategies and tactics of the company.

- Give me an example of a challenging situation you faced. How did you approach the situation? Were you successful?
- Tell me about a project you worked on in which you had overcome several obstacles.
- Describe a failed project you have been involved with and explain why it was not successful.
- Tell me about a time when you had to work with a difficult supervisor, manager or client.

Problem Solving/Critical Thinking: It can be easy to use a glitch or problem as a reason not to work with integrity or to completion. Employers want to know what type of reasoning, skills and resources you will use to go the extra mile and accomplish your goals.

- Describe a time when you were faced with problems or stresses that tested your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Describe a time when you faced an ethical challenge at work and how you resolved it.
- Tell us about the most complex project you have undertaken. Walk us through the process.

Creativity: Employers will look for innovative and nontraditional ways you have worked through situations such as scarce resources, multiple projects, information gathering, and process development.

- Tell me about a time you handled multiple responsibilities. How did you get organized?
- Tell me about a time when you had to identify and obtain the resources necessary to complete a major task.
- Tell me about a situation where you had to make a decision without much information.
- Tell about a time when you adapted a method used elsewhere, rather than start from scratch.

Initiative: When employers are measuring a candidate's initiative they want to know what you have accomplished (projects, task, etc.) independently without outside influence or control.

- Tell us about a situation where you went above and beyond the expectations set for you.
- Give an example of a time when you had to motivate yourself to do an assignment that didn't interest you.
- Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.
- Describe a time when you stepped into an informal leadership role without being directed/advised to take the role.
- Give me an example of a particularly demanding goal you have achieved.
- Provide an example of a time where you had to earn the trust of your stakeholders

Communication: Employers want to know how effectively a potential employee expresses their ideas and thoughts both written and verbally.

- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Tell me about a situation at work in which you experienced conflict and how you resolved it.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe an example of your ability to listen and be responsive.

Teamwork: In all work environments, individuals at some point will be expected to work with their associates collectively to complete assignments and projects while each contributing individual parts. Employers want to know how well you work with others.

- Describe a time when you put your needs aside to help a coworker/classmate undertake a task.
- Tell me about a well-functioning team that you were on. Why do you think the team worked so well together?
- Describe a situation in which you had to arrive at a compromise or guide others to a compromise.
- Tell me about an especially difficult co-worker or team member you've had to work with.
- What type of team allows you to thrive professionally?

Leadership: Employers will look for experiences you have had where you directed the activity or project at hand.

- Recall a time from your work experience when your manager or supervisor was unavailable and a problem arose. What was the nature of the problem? How did you handle that situation? What was the result?
- Tell me about a situation at work in which you led a team well.
- Tell me about a time when you delegated a project effectively.
- What have you done to build strong teams?