

# BEHAVIORAL INTERVIEW QUESTIONS

You ***WILL*** be asked these questions/form of these questions on your interview.

Write out answers for at least three per section.

## **Adaptability:**

1. Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?
2. Describe a situation in which you embraced a new system, process, technology, or idea at work that was a major departure from the old way of doing things.
3. Recall a time when you were assigned a task outside of your job description. How did you handle the situation?
4. Tell me about the biggest change that you had to deal with. How did you adapt to that change?
5. Tell me about a time when you had to adjust to a colleague's working style in order to complete a project or achieve.
6. Can you tell me about a time when you stepped out of your comfort zone at work?

# BEHAVIORAL INTERVIEW QUESTIONS

## **SoulWork and Six Figures**

### **Culture Add:**

1. What are the three things that are most important to you in a job?
2. Tell me about a time in the last week when you've been satisfied, energized, and productive at work. What were you doing?
3. What's the most interesting thing about you that's not on your resume?
4. What would make you choose our company over others?
5. What's the biggest misconception your coworkers have about you and why do they think that?
6. What are 3 words your manager would use to describe you? Your best friend? Your parents?

# BEHAVIORAL INTERVIEW QUESTIONS

## SoulWork and Six Figures

### Collaboration:

- 1 Give me an example of when you had to work with someone who was difficult to get along with. How did you handle interactions with that person?
- 2 Tell me about a time when you were communicating with someone and they did not understand you. What did you do?
- 3 Tell me about one of your favorite experiences working with a team. What was your contribution?
- 4 Can you share an experience where a project dramatically shifted directions at the last minute? What did you do?
- 5 Describe the best partner or supervisor with whom you've worked. What part of their managing style appealed to you?

# BEHAVIORAL INTERVIEW QUESTIONS

## **SoulWork and Six Figures**

### **Leadership:**

- 1 Tell me about the last time something significant didn't go according to plan at work. What was your role? What was the outcome?
- 2 Tell me about a time when you needed to make a firm decision without firm data to back up the decision. How did you handle it?
- 3 Describe a situation where you needed to persuade someone to see things your way. What steps did you take? What were the results?
- 4 Give me an example of a time when you felt you led by example. What did you do and how did others react?
- 5 Tell me about the toughest decision you had to make in the last six months.
6. Can you give an example of an idea you had at work that you were able to bring to life?

# BEHAVIORAL INTERVIEW QUESTIONS

## **SoulWork and Six Figures**

### **Growth Mindset:**

- 1 Recall a time when your manager was unavailable when a problem arose. How did you handle the situation? With whom did you consult?
- 2 Describe a time when you volunteered to expand your knowledge at work, as opposed to being directed to do so.
- 3 What would motivate you to make a move from your current role?
- 4 Tell me about a time when your manager or a team member gave you critical or constructive feedback. How did you address the feedback? How did you react?
- 5 What's the biggest career goal you've ever achieved?

# BEHAVIORAL INTERVIEW QUESTIONS

## **SoulWork and Six Figures**

### **Time Management:**

- 1 Tell me about a time when you had to juggle several projects at once. How did you organize your time? What was the result?
- 2 Tell me about a project you planned. How did you organize and schedule the tasks?
- 3 Describe a time when you felt stressed or overwhelmed. How did you handle it?
- 4 Give an example of a time when you delegated an important task successfully.
- 5 How do you determine what amount of time is reasonable for a task?
- 6 There is a phrase that says, "Let's not let perfect kill good." What does this statement mean to you? Do you have an example of when you applied this principle in the past?
- 7 Tell me about a time when you simplified a process or streamlined operations at work?

# BEHAVIORAL INTERVIEW QUESTIONS

## SoulWork and Six Figures

### Communication:

- 1 Tell me about a time when you had to communicate an uncomfortable message to your manager or your client. How do you handle it?
- 2 Have you ever had to "sell" an idea to your coworkers or group? How did you do it? What were the results?
- 3 How have you been effective at explaining complicated technical challenges with someone who doesn't have a technical background?
- 4 Give an example of a time when you delegated an important task successfully.
- 5 Tell me about a time when your active listening skills really paid off.
- 6 Describe a situation where you felt you had not communicated well. How did you correct the situation?
- 7 Tell me about a recent experience presenting a new project, preparing a speech, or pitching an idea. How did you prepare? What obstacles did you face? How did you handle them?

# BEHAVIORAL INTERVIEW QUESTIONS

## **SoulWork and Six Figures**

### **Problem Solving:**

1 Tell me about a customer or stakeholder who made unreasonable demands of you or your team. How did you resolve it?

2 Tell me about the toughest work problem you had a hand in solving. How did you do it? What was the proposed solution?

3 Have you ever had anyone who worked with you do or say something that was inaccurate or misleading? How did you handle it?

4 Tell me about a time when you anticipated a challenge and what did you do to prevent it.

5. Tell me about a time when you had a negative experience with a coworker, client or customer who complained about you. How did you fix the issue to improve the relationship and resolve the situation?



# BEHAVIORAL INTERVIEW QUESTIONS

## SoulWork and Six Figures

### Creativity:

1 Tell me about a time in a professional setting where you took a big chance to achieve your goals.

2 Can you tell me about a time when you needed to break organizational boundaries to help your team win? Tell me about the situation.

3 Can you give an example of a new process or product you have implemented at work recently?

4 Tell me about an innovation that you weren't involved in at your company that you were impressed with recently.

5 What is the most innovative project, program, etc. that you've been a part of? What was your role, the impact, etc.?

6 If you had \$100,000 to promote/sell/create a new business of your choice, what would it be? How would you do it?

# BEHAVIORAL INTERVIEW QUESTIONS

## **SoulWork and Six Figures**

### **Results Driven:**

1 Tell me about a time when you implemented a project from strategy to execution. What were the results?

2 Describe a situation where you had to lean on data to inform a decision.

3 What have you contributed to your company that led to increased revenues, reduced costs or time savings?

4 Give me an example of a time when you went above and beyond a specific project ask/scope.

5 How would you define "success" for someone in your chosen career?

6 Tell me about an important goal that you set in the past. How did you achieve it? Why did you choose this goal?