

# Interview Questions to Answer

## Sample Behavioral Interview Questions

### Adaptability

- Tell me about a situation in which you had to adjust to changes over which you had no control. How did you handle it?
- Tell me about a time when you had to adjust to a classmate's or colleague's working style in order to complete a project or achieve your objectives.

### Analytical Skills & Problem Solving

- Describe a project or situation that best demonstrates your problem solving abilities. What was your role?
- Tell me about a time when you had to review information and make a recommendation. To whom did you make the recommendation? What was your reasoning? What kind of thought process did you go through and why? Was the recommendation accepted? If not, why?
- Tell me about a situation where you had to solve a difficult problem. What did you do? What was your thought process? What was the outcome? What do you wish you had done differently?

### Communication

- Tell me about a recent successful experience in creating and giving a speech or presentation? How did you prepare? What obstacles did you face? How did you handle them?
- Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa). How did you handle the situation? What obstacles or difficulties did you face? How did you deal with them?
- Tell me about a time in which you had to use your written communication skills in order to get an important point across.

### Goal Setting

- Give me an example of an important goal which you have set and tell me how you reached it. What steps did you take? What obstacles did you encounter? How did you overcome those obstacles?
- Tell me about a goal that you set that you did not reach. What obstacles did you encounter? How did it make you feel?

#### Initiative

- Tell me about a project you initiated. What did you do? What was the outcome? Were you happy with the result?
- What was the best idea you came up with during your professional or college career? How did you apply it?
- Describe a project or idea (not necessarily your own) that was implemented primarily because of your efforts. What was your role? What was the outcome?
- Describe a situation in which you recognized a potential problem as an opportunity. What did you do? What was the result? What do you wish you had done differently?

## Leadership

- Tell me about a project when you had to take the lead or take charge? What did you do? How did you do it? What was the result?
- Describe a leadership role of yours. Why did you commit your time to it? How did you feel about it?
- What is the toughest group that you have had to get cooperation from? What were the obstacles? How did you handle the situation? What were the reactions of the group members? What was the end result?

## Interpersonal Skills

- Give an example of when you had to work with someone who was difficult to get along with. How/why was this person difficult? How did you handle it? How did the relationship progress?
- Describe a recent unpopular decision you made. How was it received? How did you handle it?
- What, in your opinion, are the key ingredients in guiding and maintaining successful business relationships? Give me examples of how you have made these work for you.
- Describe a situation where you had a conflict with another individual, and how you dealt with it? What was the outcome? How did you feel about it?

## Decision Making

- Tell me about a time when you had to make a decision without all the information you needed. How did you handle it? Were you happy with the outcome?
- Give me an example of a time when you had to be quick in coming to a decision. What obstacles did you face? What did you do?
- What is the most difficult decision you've had to make? How did you arrive at your decision?

## Planning, Organization, & Time Management

- Describe a situation that required you to do a number of things at the same time. How did you handle it? What was the result?
- How do you prioritize projects and tasks when scheduling your time? Give me some examples.
- Tell me about a project that you planned. How did you organize and schedule the tasks? Tell me about your action plan.

## Teamwork

- Describe a situation where others you were working with disagreed with your ideas. What did you do?
- Tell me about a time when you worked with a classmate or colleague who was not doing their share of the work. How did you handle it?
- Describe a situation in which you had to arrive at a compromise or help others to compromise. What was your role? What steps did you take? What was the result?
- Tell me about a time when you had to work on a team that did not get along. What happened? What role did you take? What was the result?

## Creativity

- When was the last time you thought "outside the box" and how did you do it? Why?
- Tell me about a problem that you've solved in a unique or unusual way. What was the outcome? Were you happy or satisfied with it?
- Give me an example of when someone brought you a new idea that was odd or unusual. What did you do?

## Follow-Up Questions

- What steps did you take?
- What action did you take?
- What happened after that?
- What did you say?
- How did he/she react?
- How did you handle that?
- What was your reaction?
- How did you feel about that?
- What was the outcome/result?
- Were you happy with that outcome/result?
- What do you wish you had done differently?
- What did you learn from that?
- How did you resolve that?