

Behavioural Questions

Teamwork

- Give 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?
- Tell me about a time when you were communicating with someone and they did not understand you. What did you do?
- Give me an example of a time you faced a conflict while working on a team. How did you handle that?
- Describe a time when you struggled to build a relationship with someone important. How did you eventually overcome that?
- Tell me about one of your favorite experiences working with a team and your contribution.
- Describe the best partner or supervisor with whom you've worked. What part of their managing style appealed to you?
- Can you share an experience where a project dramatically shifted directions at the last minute? What did you do?
- We all make mistakes we wish we could take back. Tell me about a time you wish you'd handled a situation differently with a colleague.
- Tell me about a time you needed to get information from someone who wasn't very responsive. What did you do?
- Tell me about a time when you failed in a team project, and how you overcame it.

Time Management

- Tell me about a time you had to be very strategic in order to meet all your top priorities.
- Tell me about a time when you had to juggle several projects at the same time. How did you organize your time? What was the result?
- Sometimes it's just not possible to get everything on your to-do list done. Tell me about a time your responsibilities got a little overwhelming. What did you do?
- Tell me about a project that you planned. How did you organize and schedule the tasks?
- Give an example of a time when you delegated an important task successfully.
- Describe a project that you managed. How did you keep everything moving along in a timely manner?
- Tell me about a time you set a goal for yourself. How did you go about ensuring that you would meet your objective?
- Give me an example of a time you managed numerous responsibilities. How did you handle that?

Communication

- How would you go about simplifying a complex issue in order to explain it to a client or colleague?
- Give me an example of a time when you were able to successfully persuade someone to see things your way at work.
- Tell me a successful presentation you gave and why you think it did well.
- Do you prefer written or verbal communication?
- Tell me about a time when you had to rely on written communication to get your ideas across to your team.
- Give me an example of a time when you had to explain something fairly complex to a frustrated client. How did you handle this delicate situation?
- Tell me about a time you had to relay bad news to a client or colleague.
- Tell me about a time there was a miscommunication at work. How did you handle it?
- Tell me about a time you had to adjust your communication style to adapt to a person from a different background or culture.
- Describe a time when you had to express your ideas in a meeting.
- How do you respond to constructive feedback? Please provide an example.

Motivation/Initiative

- Describe a time when you saw some problem and took the initiative to correct it rather than waiting for someone else to do it.
- Tell me about a time when you worked with minimal supervision. How did you handle that?
- Give me an example of a time you were able to be creative with your work. What was exciting or difficult about it?
- Tell me about a time you were dissatisfied in your work. What could have been done to make it better?
- Share an example of how you were able to motivate a coworker, your peers or your team.

Adaptability

- 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?
- Tell me about the biggest change that you have had to deal with. How did you adapt to that change?
- Tell me about a time when you had to adjust to a colleague's working style in order to complete a project or achieve your objectives.

- 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.
- Recall a time when you were assigned a task outside of your job description. How did you handle the situation? What was the outcome?
- Tell me about a time you were under a lot of pressure. What was going on, and how did you get through it?
- Tell me about a time you failed. How did you deal with the situation?

Customer Service

- Describe a time when it was especially important to make a good impression on a client. How did you go about doing so?
- Give me an example of a time when you did not meet a client's expectation. What happened, and how did you attempt to rectify the situation?
- Tell me about a time when you made sure a customer was pleased with your service.
- Describe a time when you had to interact with a difficult client. What was the situation, and how did you handle it?
- When you're working with a large number of customers, it's tricky to deliver excellent service to them all. How do you go about prioritizing your customers' needs?

Leadership

- Describe a situation where you needed to persuade someone to see things your way. What steps did you take? What were the results?
- Tell me about the toughest decision you had to make
- Have you ever had to "sell" an idea to your coworkers or group? How did you do it? What were the results?
- Tell me about a time when you handled a challenging situation.

Others

- Tell me about a time when you made a mistake. What did you do to correct it?
- Tell me about how you work under pressure.
- Give me an example of how you set goals.
- Tell me about a goal you failed to achieve.
- Tell me about a time you had to learn quickly.
- Tell me about a time when you had to say "no."
- Tell me about a time you made a difficult decision.
- Tell me about a time you felt you went above and beyond.

- Can you give me an example of how you've contributed to the culture of previous teams, companies or groups?