**[Company Name] Behavioral Interview Questions**

| **CANDIDATE NAME** |  | | **POSITION TITLE** | |  | |
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| **INTERVIEW DATE** |  | **RESUME ATTACHED YES/NO** | |  | **PREFERRED EXPERIENCE YES/NO** |  |
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| **INTERVIEWER** |  | | **POSITION TITLE** | |  | |
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| **Teamwork Questions**  **Situation:** Describe a time when you had to work closely with a difficult team member.  **Task:** What specific task were you and this team member responsible for?  **Action:** How did you approach the situation and interact with the team members to ensure the project progressed smoothly?  **Result:** What was the outcome of your collaboration, and how did your actions help achieve team objectives? |  |
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| **Client-Facing Questions**  **Situation:** Tell me about a time when you had to explain a complex product or service to a client.  **Task:** What was your goal in explaining the product or service?  **Action:** How did you ensure the client understood the complexities?  **Result:** What was the client’s reaction, and how did this impact their decision or your relationship with them? |  |
| **Adaptability Questions**  **Situation:** Tell me about a time when you had to adapt to a sudden change in workplace technology or software.  **Task:** What were your immediate responsibilities regarding the new technology?  **Action:** How did you approach learning the new system? What specific steps did you take to integrate it into your daily work?  **Result:** What was the outcome of this transition? How did your actions help smooth the process for you and possibly for others? |  |
| **Time Management Questions**  **Situation:** Tell me about a project you worked on that had a very strict deadline.  **Task:** What were your specific responsibilities within the project?  **Action:** What steps did you take to ensure you meet the deadlines?  **Result:** Were you able to complete the project on time? If so, what do you think contributed to your success? |  |
| **Communication Questions**  **Situation:** Describe a situation where you had to explain a complex idea or process to someone who was unfamiliar with the topic?  **Task:** What was your goal in communicating this information?  **Action:** How did you go about breaking down the information to make it understandable?  **Result:** How did the person react, and what feedback did you receive on your explanation? |  |
| **Problem-Solving Questions**  **Situation:** Tell me about a time when you had to solve a problem with limited resources.  **Task:** What was expected of you in this situation?  **Action:** How did you approach the problem, and what creative solutions did you implement?  **Result:** What was the result of your efforts, and how did your solution affect the team or project? |  |
| **Initiative Questions**    **Situation:** Recount a situation where you had to take charge of a project after identifying an absence of leadership.  **Task:** What was your role in the project before you took charge?  **Action:** Explain how you stepped up to lead the project, including any strategies you employed.  **Result:** What was the outcome of the project under your leadership, and how did this experience shape your approach to leadership? |  |
| **Work Stress Questions**  **Situation:** Discuss an occasion when you faced a significant unexpected problem at work. How did you handle the stress that came with it?  **Task:** What immediate tasks did you need to address because of the problem?  **Action:** Explain the strategies you used to remain calm and solve the problem.  **Result:** What was the result of your actions, and how did handling this stress affect your approach to work challenges in the future? |  |

|  | **POOR** | **AVERAGE** | **GOOD** | **EXCELLENT** | **COMMENTS** |
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| **TEAMWORK** |  |  |  |  |  |
| **CLIENT-FACING** |  |  |  |  |  |
| **ADAPTABILITY** |  |  |  |  |  |
| **TIME MANAGEMENT** |  |  |  |  |  |
| **COMMUNICATION** |  |  |  |  |  |
| **PROBLEM-SOLVING** |  |  |  |  |  |
| **INTTIATIVE** |  |  |  |  |  |
| **WORK STRESS** |  |  |  |  |  |

| **COMMENTS** |
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| **RECOMMEND FOR HIRE** |  | **NOT A MATCH** |  | **DECISION NOT YET MADE** |  |
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