**[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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