**[Company Name] Behavioral Interview Questions**

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| **CANDIDATE NAME** |   | **POSITION TITLE** |   |
| **INTERVIEW DATE** |  | **RESUME ATTACHED YES/NO** |   | **PERFEERED EXPEREINCE YES/NO** |   |
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| **INTERVIEWER** |   | **POSITION TITLE**  |   |
| **INTERVIEWER** |  | **POSTION TITLE**  |  |

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| Teamwork Question 1: Recount a time when you worked with a colleague who was not doing their share of the work. How did you handle it? |  |
| Client-Facing Question 1: Describe a situation where you’ve had to deliver bad news to a customer |  |
| Adaptability Question 1: Tell me about a time when you dealt with ambiguity |  |
| Time Management Question 1: Tell me about a time when you had multiple competing deadlines and how you managed them. |  |
| Communication Question 1: Tell me about your greatest accomplishment |  |
| Problem Solving Question 1: Describe the most challenging work problem you faced in your last job. |  |
| Initiative Question 1: Describe a situation in which you exceeded requirements. |  |
| Work Stress Question 1: Tell me about a stressful situation and how you dealt with it. |  |

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

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