

[Company Name] Behavioral Interview Questions

CANDIDATE NAME		POSITION TITLE	
INTERVIEW DATE		RESUME ATTACHED YES/NO	PREFERRED EXPERIENCE YES/NO
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?	
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
TEAMWORK					
CLIENT-FACING					
ADAPTABILITY					
TIME MANAGEMENT					
COMMUNICATION					
PROBLEM-SOLVING					
INTTIATIVE					
WORK STRESS					

COMMENTS

RECOMMEND FOR HIRE		NOT A MATCH		DECISION NOT YET MADE
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