

Behavior-based interview questions are based on the traits and skills that are necessary for succeeding in the position for which the candidate is applying.

Below are some sample questions that may be asked in an interview.



### Tell me about a time when...

...you had to rely on a team to get things done.

...you delegated a project effectively.

...you had to go above and beyond the call of duty to get the job done.

...you worked with a colleague who was not completing his or her share of the work. Who, if anyone, did you tell or talk to about it? Did the manager take any steps to correct the colleague? Did you agree or disagree with the manager's actions?

### Describe....

...a situation in which you used persuasion to successfully convince someone to see things your way.

...an instance when you had to think on your feet to extricate yourself from a difficult situation.

...a time when you were faced with problems or stresses that tested your coping skills.

...a time when you had to use your written communication skills to get an important point across.

...a situation in which you had to arrive at a compromise or guide others to a compromise.

...a time when you were not very satisfied or pleased with your performance. What did you do about it?

...a problem you had in your life when someone else's help was very important to you.

...a time when you anticipated potential problems and developed preventive measures.

### Give Me....

...a specific example of a time when you used good judgment and logic to solve a problem.

...an example of a time in which you had to be relatively quick in coming to a decision.

...a specific occasion in which you conformed to a policy with which you did not agree.

...an example of an important goal which you had set in the past and tell me about your success in reaching it.

...an example of a time when you showed initiative and took the lead.

...an example of when you initiated a change in response to

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### Recall a time...

...from your work experience when your manager or supervisor was unavailable and a problem arose. What was the nature of the problem? How did you handle that situation? How did that make you feel?

...when you were assigned what you considered to be a complex project. Specifically, what steps did you take in order to finish the project? How did you handle that situation? How did that make you feel?

### Other Questions

Sometimes it's easy to get in "over your head." Describe a situation where you had to request help or assistance on a project or assignment.

What steps do you follow to study a problem before making a decision?

We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example of how you have done this.

In a supervisory or group leader role, have you ever had to discipline or counsel an employee or group member? What was the nature of the problem? How did you handle that situation? How did that make you feel?

Tell me about a situation in which you have had to adjust quickly to changes over which you had no control. What was the impact of the change on you?



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INAPPROPRIATE QUESTIONS

1. How old are you?
2. How tall are you?
3. How much do you weigh?
4. Do you have any pre-existing health conditions?
5. What was the date of your last physical exam?
6. Have you had any operations?
7. Do you have any disabilities?
8. How can you work in a wheelchair?
9. Do you have any use of your legs at all?
10. When did you lose your eyesight?
11. Are you considered to be part of a minority group?
12. How do you relate to people from other cultures?
13. How long have you been in this country?
14. Are you a Canadian citizen?
15. Where were your parents born?
16. Can you provide us with a copy of your birth certificate?
17. What is your native tongue?
18. Are you Chinese or Japanese?
19. Is your last name Indian?
20. Do you speak English at home?
21. What is your maiden name?
22. Whom do you live with?
23. Are you male or female?
24. Are you gay?
25. Are you divorced?
26. What does your spouse do?
27. Will your spouse be transferred with his work?
28. What are your family plans?
29. How many kids do you have?
30. What are the ages of your children?
31. Do you have arrangements for your children while you are at work?
32. Do you have after school care?
33. How's your family's health?
34. Does your family approve of your travel?
35. What religious holidays do you observe?
36. Do you have any religious affiliations?
37. What church do you belong to?
38. What is the name of your rabbi?
39. When was the last time you were arrested?

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