

BEHAVIORAL-BASED INTERVIEW (BBI) EXPANDED LIST

JOB PREPAREDNESS

1. How has your college experience prepared you for this career path or this job?
2. Tell me about an experience where you failed at something. How did you recover?
3. Describe the system you use for keeping track of multiple projects.
4. How do you track your progress so that you can meet deadlines?
5. How do you stay focused?
6. Tell me about a time when you had to be flexible and adaptable during a work situation?
7. Describe a situation where you used creativity and innovation to solve a problem in either school or a job?
8. Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
9. What do you see yourself doing within the first 30 days of this job?
10. Tell me about a difficult decision you have made in the last year.
11. Describe a time when you were faced with a stressful situation that demonstrated your coping skills.

ABILITY TO WORK ON A TEAM

12. Describe a situation where you felt you had not communicated well. How did you correct the situation?
13. 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.
14. Tell me about a time where you were working with someone who was not contributing to the group. How did you deal with this situation?
15. Tell of a time when 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 your colleague? Did you agree or disagree with the manager's actions?
16. What kind of supervision style do you prefer?
17. How would you deal with a colleague at work with whom you seem to be unable to build a successful working relationship? [VARIATION: Tell me about a time you were able to successfully deal with another person who may not have personally liked you (or vice versa).]
18. You disagree with the way your supervisor says to handle a problem. What would you do?
19. Tell me about a time you took initiative to do something that needed to be done, even though it wasn't really your responsibility.
20. What is your typical way of dealing with conflict? Give me an example.

INDICATION OF GOALS & ACHIEVEMENTS

21. Why are you interested working for this company?
22. What are your short-range career goals? Long-range? How are you preparing to achieve them?
23. What qualities do you have that would be beneficial to our company?
24. What two or three things are most important to you in your job?
25. Give an example of when you took a risk to achieve a goal. What was the outcome?
26. What two or three things are most important to you in your job?
27. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

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LEADERSHIP EXPERIENCE

28. Give me an example of when you showed initiative and took the lead.
29. What would you do if the work of a subordinate or team member was not up to expectations?
30. You see a coworker taking a shortcut with his job that could become a safety hazard. What will you do?
31. Give me an example of a time when you motivated others.
32. Tell me about a time when you were forced to make an unpopular decision.
33. Tell me about a time when you delegated a project effectively.
34. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.

CRITICAL THINKING

35. Describe a time when you anticipated potential problems and developed preventive measures.
36. Give me an example of a time when you had to make a split second decision.
37. Give me a specific example of a time when you had to conform to a policy with which you did not agree.
38. Give me a specific example of a time when you used good judgment and logic in solving a problem.
39. Tell me about a time when you missed an obvious solution to a problem.

Give thorough, concise answers to BBI questions using the STAR formula:

Situation + Task + Action + Result

Situation - Give a brief description of the circumstances/ events that led to your response without bad-mouthing any current or former bosses or coworkers

Task - Describe your responsibility

Action - What you did to not only complete the task, but to exceed expectations

Result - The outcome of your actions