BEHAVIORAL BASED INTERVIEWING

Behavioral Based Interview is the best way to obtain relevant information to the position you are hiring for. Behavioral Based Interview Questions focus on how a candidate has handled various work situations in the past. Studies have shown that past performance is a predictor of future success.

The best hire is never usually the best person on paper – but the best all-around fit both technical and behavioral.

- Fit = 60% and Technical skills = 40%. You can have the best qualified person for the job technical skills, but if they don’t have the right fit for your organization’s culture—or job culture, then you will have resulted in a poor hire or a true failed search. My motto is “hire tough, manage easy”

Behavioral based interview questions will reveal the following:
- a candidates’ communication skills, the ability to think of their feet (as they will need to draw from a previous experience)
- Demonstrate their logical thought process.
- Listening skills and showcase their related experience

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Behavioral Based questions using the STAR METHOD

- (S) Situation. Describe the situation in which the event took place.
- (T) Task. Describe the task you were asked to complete. If there was a particular problem or issue you were trying to solve, describe that here.
- (A) Action. Explain what action you took to complete the task or solve the problem.
- (R) Results. Explain the result of your actions. For example, if your actions resulted in completing a task, resolving a conflict, improving your company’s sales record, etc., explain this. Try to focus on how your actions resulted in a success for the company.
**Interview Questions**

**CULTURAL FIT / ADAPTABILITY:**

1. Tell me about a time where you felt defeated; e.g., your project was falling apart, you were unable to meet your boss’s timeline goals, your idea was dismissed, etc. How did you respond to the adversity?

2. Think about the most exciting and energizing aspect of your current or most recent position. What did you specifically enjoy about it? Why?

3. Tell me about a time when you had too much to do, but not enough resources (this could include staffing, time, money). How did you handle the pressure, overcome the deficit and/or achieve goals?

4. Tell me about a time when you had to adjust to a colleague’s working style in order to complete a project or achieve your objectives.

5. What is the single most important factor that must be present in your work environment for you to be successfully and happily employed?

6. What are two or three examples of tasks that you particularly enjoy doing?

7. Describe the management style that will bring forth your best work and efforts.

8. Tell me where do you see yourself in two (2) – three (3) years, and your ideal type of position?

9. Describe your personal work style, management style required for you to be successful.

10. What would your boss state are your three (3) strongest skills, and one (1) area that is an opportunity for growth?

11. Tell me about a situation in which you needed to maintain discretion and did so successfully.

**DIVERSITY & INCLUSION:**

1. What do you see as the fundamental characteristics of organizations that create an inclusive environment?

2. What do you see as the most challenging aspect of a diverse working environment?

3. What are some examples of ways that you have incorporated diverse or underrepresented populations into your planning or decision-making?

4. What do you see as the most beneficial aspect of diversity and inclusion to the university and to your work?

5. What have you done to enhance your knowledge/skills related to diversity? How have you demonstrated what you learned?

6. How have your experiences prepared you to advance our institution’s commitment to diversity and inclusion?

7. Please share an example that demonstrates your respect for people and their differences; how have you worked to understand the perspectives of others?

8. The University / Virginia Institute of Marine Science has a diverse workforce (in terms of ethnicity, class, culture, language, sexual orientation, and disabilities). Can you tell us about your experience working with and serving such a diverse population?

9. What is your perspective on how to ensure equity in the work place? What behaviors, techniques, or decisions allow you to function most effectively as a manager or colleague when working with a highly diverse population? What tools have you employed in working with a diverse staff?
PROJECT MANAGEMENT:
1. Describe your first step when you had been given a large project to manage. How did you go about organizing it?
2. What’s the best project you’ve worked on in a position? Why did you like it?
3. In your opinion, what are the most important skills that a Project Coordinator/manager should have?
4. How do you go about getting the relevant information necessary to understand a problem in order to be able to decide on a possible solution?
5. How do you go about getting the relevant information necessary to understand a problem in order to be able to decide on a possible solution?
6. Provide me with a quick list of the last few projects you’ve worked on through the last 2-3 years.
7. Describe a project you worked on that involved a large amount of detail, how did you manage it?
8. What was the most stressful aspect of your last project and how did you deal with it?

ORGANIZATIONAL SKILLS:
1. Tell me about a time when you had to manage multiple and competing priorities concurrently. Were you able to meet your deliverables?
2. Describe a time when you had to employ excellent planning skills to accomplish a project or task?
3. Tell me a time when you felt overwhelmed by your workload, what did you do to alleviate the stress and meet deliverables.
4. Describe a time when you strong organization skills helped you to succeed.
5. Tell me about a situation where you had to re-prioritize quickly to meet changing demands.

MANAGEMENT / LEADERSHIP SKILLS:
INTERPERSONAL / COMMUNICATION:

1. Can you share a piece of constructive feedback a manager has given you? What adjustments, if any, did you make because of that feedback?

2. Tell me about a time when you had to work with a difficult colleague, how did you work through it to collaborate effectively on the project?

3. Tell me about a time when you disagreed with the actions or decisions of your manager or supervisor. How did you approach the situation? Was the situation resolved to your satisfaction or did nothing change?

4. Tell me a time when there was a breakdown in communication at work, how did you handle it and what did you do?

5. Rate your communication skills on a scale of 1 to 10. Give examples of experiences that demonstrate the rating is accurate.

6. How would you go about simplifying a complex issue in order to explain it to a client or colleague?

7. How do you make sure you have clearly and accurately understood an inquiry or request made of you?

PROBLEM SOLVING:

1. Describe a situation when you anticipated potential problems and developed preventative measures.

2. Tell me about a situation where you had to solve a difficult problem. What did you do? What was the outcome? What do you wish you had done differently?

3. What problem solving strategies do you use to stay aware of problems and resolve them in your work area? Can you give me an example of how this has worked for you in your current role?

4. Can you tell me about a time where you have been caught unaware by a problem or an obstacle that you had not foreseen? What happened?

5. Give a specific example of a time when you used good judgment and logic in solving a problem.