

Behavioral Interview Themes & Questions

Construct a practice interview by selecting a variety of questions from this sheet or adding your own.

Introduction/Tell Me About Yourself: *The interviewer & candidate take time to meet each other.*

Advice: Candidates should consider how they want to be remembered by the interviewer, then ensure they highlight these qualities with carefully selected examples.

- | | |
|--|--|
| <input type="checkbox"/> Why are you interested in this job (or internship)? | <input type="checkbox"/> Convince me that you'll be a good addition to our team. |
| <input type="checkbox"/> Walk me through your resume. | <input type="checkbox"/> Explain why you're well-aligned with this opportunity. |
| <input type="checkbox"/> What do you want me to know about you? | <input type="checkbox"/> What are your career goals? |

Strengths Questions: *The interviewer attempts to predict how likely the candidate will be able to do the work.*

Advice: When possible, candidates should tell brief success stories from their past to illustrate real examples. Detail is more productive than general or theoretical responses.

Technical

- ☐ Tell me about the most challenging (insert related) problem you have solved. Describe what was challenging and the methods you used to find a solution.
- ☐ How have you used (insert technology) to effectively complete a task or analysis?
- ☐ Walk me through a recent (insert related) problem you faced that took more than one day to solve. What happened, what did you try and why, what worked and why, and how would you approach this problem differently in the future?
- ☐ Tell me about a time you presented data to a group. How did you get the data, analyze it, share it, and what was the outcome?
- ☐ What is the most complex (insert related) you have taught yourself to do, and how did you approach it?
- ☐ (add additional field, organization, or role-specific questions)

Learn Continuously

- ☐ What is something complicated you've learned because it was interesting?
- ☐ How do you spend your free time?

Show Initiative & Ambition

- ☐ Tell me about a time you set a goal and the steps you took to achieve it.
- ☐ Tell me about a time you proactively requested performance feedback.

Motivate, Persuade and Lead Others

- ☐ Give an example of when you influenced others' opinions on a project.
- ☐ Tell me about a time you enthusiastically led others during a major change. What was successful and unsuccessful about your approach?

Contribute to Positive Team Dynamics

- ☐ Tell me about a time when you found someone's error and how you handled it.
- ☐ When have you asked for help to solve a problem you couldn't manage yourself?

Adapt to Change and Failure

- ☐ Tell me about a time when you quickly changed plans. What was the cause and what was the outcome?
- ☐ Tell me about a time you adapted to real change in your life.

Manage Time & Priorities

- ☐ Give an example of a time when you managed conflicting priorities and still exceeded expectations.
- ☐ Tell me about a time when you had too much on your plate and how you handled it.

Motivation Questions: *The interviewer attempts to understand how genuinely invested in the candidate is.*

Advice: Candidates should be able to illustrate their genuine and thoughtful interest in the opportunity, backed up with prior decisions, interests, or how they spend their time.

Show Us You're Interested

- ☐ What do you like the most and least about our organization? (this position?)
- ☐ Why did you decide to pursue this master's degree?
- ☐ Why have you chosen this field of work?
- ☐ Are you applying to other jobs (internships, programs)?

Show Conversational Knowledge

- ☐ What are your thoughts on (insert related current event)?
- ☐ How do you stay up to date with developments in the field?

Express an Opinion

- ☐ What two or three things are most important to you in your job?
- ☐ If given the chance, how would you change (insert related product or business challenge)?

Fit Questions: *The interviewer attempts to predict how likely the candidate is to thrive day-to-day in the existing or desired culture.*

Advice: Candidates should be able to clarify their own priorities, style, and preferences; giving the interviewer a sense of how they align with the specifics of the opportunity.

Personal Style and Preference

- ☐ How would your teammates (manager, friends) describe your strengths and weaknesses?
- ☐ What is most important to you with regard to job satisfaction?
- ☐ Among the many qualities you possess, which do you consider most important?
- ☐ Describe yourself in three words.
- ☐ Are you more of a detail or big picture person?
- ☐ We've all felt stress in our work and academic lives. What situations cause stress for you?
- ☐ How do you define success?
- ☐ Have you ever had to bend the rules to achieve a goal?

Location & Travel

- ☐ Where do you see yourself in 5 years?
- ☐ What is your ideal location?
- ☐ What are the best qualities of the different places you've lived?
- ☐ How do you explore a new place?

Organization Style and Preference

- ☐ Describe your ideal supervisor.
- ☐ Describe the work environment in which you thrive.

Five Minute Feedback Form

FOLLOW THESE STEPS

- ONE** (1 minute) Don't mark all of the categories, but review them and mark only boxes that show where the candidate stood out.
- TWO** (1 minute) Write 1-3 affirmations in categories with the best performance.
- THREE** (3 minutes) In order of importance, write comments to help improvement.

Overall Impression

++ exceptional | + positive | = neutral | - improvement needed

	++	+	=	-	comments
Small Talk					
Apparel					
Hygiene					
Etiquette					
Preparedness					
Nervousness					
Non-Verbal Communication					
Verbal Communication					
Use of Materials					
Impression was Positive					
Impression was Memorable					

Professional Introduction

++ exceptional | + positive | = neutral | - improvement needed

	++	+	=	-	comments
Length					
Shared Aligned Strengths					
Used Examples					
Field/Sector-Appropriate					
Organization-Appropriate					
Role-Appropriate					
Introduction was Positive					
Introduction was Memorable					

Question Responses

++ exceptional | + positive | = neutral | - improvement needed

	++	+	=	-	comments
Length					
Organization					
Clarity					
Specificity					
Use of Examples / Evidence					
Connected to Opportunity					
Responses were Positive					
Responses were Memorable					

Candidate Questions

++ exceptional | + positive | = neutral | - improvement needed

	++	+	=	-	comments
Demonstrated Preparation					
Furthered the Conversation					
Questions were Positive					
Questions were Memorable					

Additional