

The Savvy Resume Writer: The Behavioral Advantage

BEHAVIORAL INTERVIEW QUESTIONS

Attention to Detail

- Please give me some examples of things you have done on previous jobs that demonstrate your ability to pay attention to detail. Tell me what you did and what resulted from your actions.
- Please give me an example of where you may have found an error in some aspect of work that others may have overlooked. What was the error, how did you find out, and what resulted from your actions?

Teamwork

- Please give me some examples of where you have demonstrated the ability to be an effective member of a team. What did you do and what resulted from your actions?
- Please give me an example of a time when you made a team of which you were a member more effective. Tell me what you did and how the team and the organization benefited from your actions.

Quality of Work

- Please give me some examples of things you have done that demonstrate the quality of the work that you do. What did you do and how did your organization benefit from your actions?
- Please give me an example of why your previous organization was better off by you working there. What did you do and how did the organization benefit?

Application of Education

- Please give me some examples of how you have applied your education to previous jobs. What did you do and what resulted from your actions?
- How would you apply your education to this job?

Personal Development

- Please give me your most recent example of something you did to improve your job performance. What did you do, why did you do it, and what resulted from it?
- Please give me an example of when you failed (or received negative feedback) in some aspect of your job performance. What did you do to try to correct this failure and what resulted from your actions?

Resolving Conflict Effectively

- Please give me an example of where you had a conflict with a peer. What was it over and how did you handle it? What resulted from it? Would you handle it in a different manner now? Why?
- Please give me an example of where you had a conflict with a customer. What was about and how did you handle it? What resulted from it? Would you handle it in a different manner now?

Managing People

- Give me some examples of things you have done that demonstrate your ability to manage people effectively. What did you do and how did the organization benefit from your actions?
- Please give me some examples of things you have done to obtain maximum performance from your subordinates. What did you do and what resulted from your actions? How would you apply those techniques in this job?

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