SITUATIONAL INTERVIEW QUESTIONS

1. Describe a time on any job which you've held in which you were faced with problems or stresses which tested your coping skills. What did you do?

2. Give an example of a time in which you had to keep from speaking or not finish a task because you did not have enough information to come to a good decision. Be specific.

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

4. Tell me about a time in which you had to use your spoken communication skills in order to get a point across that was important to you.

5. Can you tell me about a job experience in which you had to speak up in order to be sure that other people knew what you thought or felt.

6. Give me an example of a time in which you felt you were able to build motivation in your co-workers or subordinates at work.

7. Give me an example of a specific occasion in which you conformed to a policy with which you did not agree.

8. Describe a situation in which you felt it necessary to be very attentive and vigilant to your environment.

9. Give an example of a time in which you had to use your fact-finding skills to gain information for solving a problem. Then tell me how you analyzed the information to come to a decision.

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

11. Describe the most significant written document/report or presentation which you have had to complete.

12. Give me an example of a time when you had to go above and beyond "the call of duty" in order to get a job done.

13. Give me an example of a time when you were able to successfully communicate with another person, even when that individual may not have personally liked you.

14. Describe a situation in which you were able to effectively "read" another person and guide your actions by your understanding of their individual needs.
15. What did you do in your last job in order to be effective in organizing and planning? Be specific.

16. Describe the most creative work-related project which you have carried out.

17. Describe a time in which you felt it was necessary to modify or change your actions in order to respond to the needs of another person.

18. Give me an example of a time when you had to carefully analyze another person or situation in order to be effective in guiding your action or decision.

19. What did you do in your last job to contribute toward a teamwork environment? Be specific.

20. Give me an example of a problem which you were faced on any job you have had, and tell me how you went about solving it.

21. Describe a situation in which you were able to positively influence the actions of others in a desired direction.

22. What would you do if the work of a subordinate or team member was not up to expectations?

23 A co-worker tells you in confidence that she plans to call in sick while actually taking a week's vacation. What would you do and why?

24. Describe how you would handle the situation if you met resistance when introducing a new idea or policy to a team or work group.

25 What would you do if the priorities on a project you were working on changed suddenly?

26. How would you handle it if you believed strongly in a recommendation you made in a meeting, but most of your co-workers shot it down?

27. In a training session, you find that the trainer has a thick accent, and you can't understand what's being said. What would you do?

28. List the steps that you would take to make an important decision on the job.

29. What would you do if you realized at deadline time that a report you wrote for your boss or professor was not up to par?
30. How would you deal with a colleague at work with whom you seem to be unable to build a successful working relationship?

31. You disagree with the way your supervisor says to handle a problem. What would you do?

32. Who would you talk to if you discovered that a co-worker was disclosing confidential information that should not be divulged?

33. When would it be appropriate to bring in your supervisor while dealing with an angry customer?

34. How would you attempt to make changes in the process if you felt a policy of your organization was hurting its members/workers?

35. What would a good manager do to build team spirit?

36. How would you organize the steps or methods you’d take to define/identify a vision for your team or your personal job function?

37. How would you react if two teammates were embroiled in a conflict that kept the team from completing its task?

38. You don't have the information you need to prioritize your projects. Your co-workers and supervisor are unavailable for you to ask for assistance. How do you handle the situation?

39. As a supervisor, you've made an unpopular decision. What action would you take so that morale in the department is not negatively affected?

40. In a team-leadership role, you discover that a team member has gone "over your head" to propose an idea or complain about an issue without talking to you first. How do you handle the situation?

41. You been placed in charge of a project team for a new project. What are your first steps to get the team going and complete the project?