**Introductory Questions**

1. What do you know about this team/group or department and why do you want to work here?
2. Tell us about yourself.

**Traditional Questions**

1. How would you describe your work style?
2. Do you prefer to work alone or on a team?
3. What are some areas you are working to improve? What are your greatest strengths?
4. What type of work environment do you thrive in/prefer? Please tell us about a time where you worked in this type of environment.
5. Tell us about some of your work experience. What skills have you learned?
6. Give us an example of a time you exhibited one of your strengths.
7. Describe a time in which you felt successful.

**Competency Based Behavioral Questions**

**Ability to Adapt**

1. How do you work under pressure?
2. Tell us about a time you were under a lot of pressure. What was going on, and how did you get through it?
3. Tell us about a time when you had to adjust to a colleague’s working style in order to complete a project or achieve your objectives.
4. Tell us about a problem that you’ve solved in a unique or unusual way. What was the outcome? Were you happy or satisfied with it?

**Time Management and Decision-Making Skills**

1. Can you give us an example of a time when you had to complete multiple tasks in a tight deadline?
2. How do you organize and prioritize your tasks?
3. Can you give us an example of a time where you had to do some research to figure out an answer? How did you go about finding the answer?
4. Tell us about a time in which you had to juggle multiple assignments/projects at once.
5. Tell us about a time when you had to make a decision without all the information you needed. How did you handle it?

**Communication Skills**

1. Give us an example of a time when you had to explain something fairly complex. How did you handle this delicate situation?
2. Give us 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 (or vice versa).
3. When have you chosen to communicate a particular message in person as opposed to via email even though the email channel would have been a lot faster?

**Attention to Detail**

1. Can you give us an example of a time when you used attention to detail to help you avoid making a mistake?
2. What process do you use to check that you have the right details from a colleague/student?
3. Give us an example of a time you discovered an error that had been overlooked by a colleague. What did you do? What was the outcome?

**Initiative**

1. What motivates you to do a good job?
2. Tell us about a time in one of your previous jobs where you feel you went above and beyond the call of duty.
3. Describe a time when you saw some problem and took the initiative to correct it rather than waiting for someone else to do it.
4. Tell us about a time when you worked under close supervision or extremely loose supervision. How did you handle that?

**Leadership**

1. Describe a leadership role of yours outside of work. Why did you commit your time to it? How did you feel about it?
2. What has been your greatest leadership achievement in a professional environment? Talk through the steps you took to reach it.

**Approachability and Teamwork**

1. Tell us how you have dealt with a difficult person (coworker, customer, etc.).
2. Tell us about a time when you worked with a colleague who was not doing their share of the work. How did you handle it?
3. Tell us about a time when you had to work on a team that did not get along. What happened? What role did you take? What was the result?

**Diversity and Inclusion**

1. How do you encourage people to honor the uniqueness of each individual? How do you challenge stereotypes and promote sensitivity and inclusion?
2. What opportunities have you had working and collaborating in diverse, multicultural and inclusive settings?
3. Tell us about a time when you had to work with someone who had the direct opposite personality of yours?
4. Tell us about a time when you changed your style to work more effectively with a person from a different background.

**Concluding Questions**

1. What do you hope to gain from this position?
2. Why should we hire you?
3. If you were offered this position, when would you be available to start?
4. Is there anything you thought we would ask that we didn’t?
5. Tell us anything else you would like us to know about you that will aid us in making our decision.
6. What questions would you like to ask us?