

BEHAVIORAL QUESTIONS WORKSHEET

PLANNING AND ORGANIZING

What did you do in your last job to effectively plan and organize?

Situation: _____

Action: _____

Result: _____

ADJUSTMENT/FLEXIBILITY

Describe a situation at _____ that required you to accomplish several things at one time.

Situation: _____

Action: _____

Result: _____

INITIATIVE

Have you suggested any new ideas to any of your supervisors? What prompted the ideas?

What happened?

Idea/Suggestion: _____

Why suggested: _____

Result: _____

Have you found any ways to make your job easier?

Examples: _____

Situation: _____

Action: _____

Result: _____

JUDGEMENT/PROBLEM SOLVING

Give an example of a good decision you made recently.

Situation: _____

Action: _____

Result: _____

TEAMWORK/COLLABORATION

Interacting with others can be challenging at times. Describe a situation when you wished you had acted differently with someone.

Situation: _____

Action: _____

Result: _____

LEADERSHIP

Describe a situation in which your efforts influenced the actions of others.

Situation: _____

Action: _____

Result: _____

CUSTOMER SERVICE

How frequently did you have interactions with customers in your last/current job?

Situation: _____

Action: _____

Result: _____