

AMBER McCUE

HOW TO CLONE YOURSELF

INTERVIEW Q's

Behavioral Interview Questions List

This interview question list can be used as your personalized interview guide. Put a check next to the questions you want to use and delete or skip over the rest. Give yourself some space under the question to make notes of the potential clones answers. Save this document with a different name, and wa-la! You have a personalized interview guide done for you.

Need help personalizing this goodie? All you have to do is ask and I'll come running. Happy to be of service - McCue is here for you.

QUESTIONS LIST

_ Give an example of an occasion when you used logic to solve a problem.

_ Give an example of a goal you reached and tell me how you achieved it.

_ Describe a decision you made that was unpopular and how you handled implementing it.

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_ Give an example of a goal you didn't meet and how you handled it.

_ Describe a stressful situation at work and how you handled it.

_ Tell me about how you worked effectively under pressure.

_ How do you handle a challenge?

_ Have you been in a situation where you didn't have enough work to do?

_ Have you ever made a mistake? How did you handle it?

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_ Have you ever make a risky decision? Why? How did you handle it?

_ Did you ever postpone making a decision? Why?

_ Have you ever dealt with company policy you weren't in agreement with? How?

_ Have you gone above and beyond the call of duty? If so, how?

_ When you worked on multiple projects how did you prioritize?

_ How did you handle meeting a tight deadline?

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_ Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.

_ Describe a time when you were faced with a stressful situation that demonstrated your coping skills.

_ Give me a specific example of a time when you used good judgment and logic in solving a problem.

_ Give me an example of a time when you set a goal and were able to meet or achieve it.

_ Tell me about a time when you had to use your presentation skills to influence someone's opinion.

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_ Give me a specific example of a time when you had to conform to a policy with which you did not agree.

_ Please discuss an important written document you were required to complete.

_ Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

_ Tell me about a time when you had too many things to do and you were required to prioritize your tasks.

_ Give me an example of a time when you had to make a split second decision.

_ Have you handled a difficult situation with a client or vendor? How?

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_ What is your typical way of dealing with conflict? Give me an example.

_ Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).

_ Tell me about a difficult decision you've made in the last year.

_ Give me an example of a time when something you tried to accomplish and failed.

_ Give me an example of when you showed initiative and took the lead.

_ What do you do if you disagree with your boss?

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_ Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.

_ Give me an example of a time when you motivated others.

_ Tell me about a time when you delegated a project effectively.

_ Give me an example of a time when you used your fact-finding skills to solve a problem.

_ Tell me about a time when you missed an obvious solution to a problem.

_ Have you handled a difficult situation with another department? How?

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_ Describe a time when you anticipated potential problems and developed preventive measures.

_ Tell me about a time when you were forced to make an unpopular decision.

_ Please tell me about a time you had to fire a friend.

_ Describe a time when you set your sights too high (or too low).

_ Give an example of how you set goals and achieve them.

_ Have you handled a difficult situation with a supervisor? How?

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_ Did you ever not meet your goals? Why?

_ What do you do when your schedule is interrupted? Give an example of how you handle it.

_ Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?

_ Give an example of how you worked on team.

_ Have you handled a difficult situation with a co-worker? How?

_ Do you listen? Give an example of when you did or when you didn't listen.

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_ What do you do if you disagree with a co-worker?

_ Share an example of how you were able to motivate employees or co-workers.

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CREATE YOUR OWN QUESTION

_ Tell me about a time when

_ Give me an example of a time when

NOTES

As you listen, engage in follow up conversation, and probe further into clone responses consider getting answers in these categories:

- Specifics - did the candidate give you a specific situation you
- Step by Step - did the candidate describe the tasks that needed to be completed to effectively answer the question
- Action Taken - what did the candidate specifically in the situation/example shared?
- Results Baby - what results did the candidate help drive and/or what was the final outcome of the situation