**Behavioral-based job interview questions for Interviewer:**

\*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.

\*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.

\*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.

\*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.

**Questions for Interviewee to Ask**

What goals or objectives need to be achieved in the next six months? Next year?”

What areas of the job would you like to see improvement in with regard to the person who was most recently performing these duties?”

Where is the person who previously held this job?” (If fired, ask why; if promoted, where he or she went; if it is a newly created job, get a better idea of why it was added.)

Would I encounter any coworker or staff person who’s proved to be a problem in the past? If yes, please explain.”

Describe the atmosphere of the office. (With this question, you are looking for clues on pressure and stress level.)

How would you describe the politics of this organization?

How does the agency promote personal and professional growth?”

Could you explain your organizational structure to me?

What is the organization’s plan for the next five years, and how does this department or division fit in?

What is your agency’s policy on providing seminars, workshops, and training so the employees can keep up on their skills or acquire new skills?”

Are there any restraints or cutbacks planned that would decrease that budget?

What particular computer equipment and software do you use here?