**Sample Behavioral Interview Questions: Core MBA Skills**

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| Creative Thinking | * Tell me about a time you created something from scratch. * What’s the most innovative new idea that you have implemented? * Tell me about a specific problem you solved for your employer. How did you approach this? * Tell me about a time you took an idea and moved it all the way to practice. |
| Critical Thinking | * Tell me about a time you had to make a decision when you didn’t have all facts available. * Give me an example of a time when you used good judgment and logic while solving a problem. * Tell me about a time you worked on an assignment or project where the work was not well defined or was in an area you had little experience in. What did you do? * [Business scenario/case questions are often used to gauge this skill] |
| Influence | * Tell me about a time you were able to persuade someone to see things your way. * Tell me about a time you successfully “sold” a new idea to your boss. * Give an example of a time when you were able to successfully communicate with another person even when he/she may not have personally liked you (or vice versa). * Tell me about a situation in which you had to deal with a very upset customer or co-worker. |
| Juggling Priorities | * Tell me about a time you had too much to do and had to prioritize. What was your approach? * How do you prioritize projects and tasks when scheduling your time? |
| Oral Communication | * Tell me about a successful presentation you gave and why you think it was a hit. * Tell me about a time you had to present complex information. How did you ensure the other person understood? * Describe a situation in which you were giving a presentation and the direction was not well received. What actions did you take to change tactics in the middle of the presentation? |
| Organizational Priority | * Can you tell me how your \_\_\_\_\_\_\_\_\_\_\_\_ role (or project) was directly related to a strategic goal? * Tell me about a time you had to make an unpopular decision. What was the outcome? * Tell me about a time when time and/or money needed for project was limited. * What did you do at your last organization to increase “top line”? * Tell me about a time you had to develop a project team's goal(s) and project plan? |
| Quantitative Analysis | * Tell me about a time you used your fact-finding skills to solve a problem. * Tell me about a time you used data to make a decision. * [Business scenario/case/technical questions are often used to gauge this skill] |
| Strategic Thinking | * Tell me about a time you participated in developing your departmental or organizational business strategy. What was your role? How did you approach it? * Tell me about a time you identified a need for a new approach or product to meet a market need. * Tell me about a time you anticipated the future and made changes to current responsibilities or operations to meet future needs. |
| Teamwork | * Tell me about a time you worked as a team member to accomplish an important goal. * Tell me about a time you had to adjust to a colleague's style in order to complete a project. * How do you go about building rapport with new colleagues? * Tell me about a confrontation you’ve dealt with in a team environment. How did you handle it? |
| Written Communication | * Tell me about a time in which you had to use your written communication skills in order to get an important point across. * Tell me about a time when an email you sent had an unintended effect. What was the situation, and what did you learn from that experience? * Tell me about a time you wrote a report that was well-received. |

**Sample Behavioral Interview Questions: Other MBA Skills**

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| Ability to Compromise | * Describe a situation in which you had to arrive at a compromise or help others to compromise. What was the outcome? |
| Ability to Teach | * Tell me about a time you had to teach somebody something. * Tell me about a time you were recognized by your colleagues as an expert in something. |
| Action-Orientation | * Describe a time when you saw some problem and took the initiative to correct it. |
| Assertiveness | * Tell me about a time when you were successful in challenging others’ ideas. * Tell me about a time when you were able to express your opinions maturely in spite of disagreements or objections. * Give me an example of a time when you had to be assertive in giving directions to others. |
| Comfort with Differences | * What is your typical way of dealing with conflict? Give me an example. |
| Comfort with Risk | * Tell me about a time you used a new idea without being certain of the outcome? What was the outcome? * Describe a time when you took a risk in the workplace, by saying or doing something that could have had adverse repercussions on you? What was the outcome? |
| Conflict Tolerance | * Tell me about a time when you were publicly questioned at work. What was the outcome? * Describe a time where you had to settle a conflict between two individuals. |
| Day-to-Day Responsibility | * Tell me about a time when you had to go above and beyond in order to get a job done. * Tell me about a situation when you had to work in a group that wasn’t functioning well. What happened? |
| Decisiveness | * Tell me about a time you had to make a decision under pressure. What was the outcome? |
| Delegating | * Tell me about a time you had to delegate effectively in order to get something important done. * Tell me about a time when you delegated an important project/task/assignment to the wrong person. What happened? |
| Empathy | * Describe a time when you identified with someone else's difficulties at work. What did you do as a result? * Tell me about a time when you were proud of your ability to recognize how another person feels. |
| Flexibility | * Tell me about a time when you had to adjust to changes over which you had no control. * Tell me about a time when you were asked to do something unexpected. What did you do? |
| Gaining Trust | * Describe a time when you had to go the "extra mile" to gain and develop trust among colleagues, staff or constituents. What did you learn? |
| Leadership | * How would your co-workers describe your leadership style? * Tell me about a time you had to motivate others to achieve a goal. * Who have you coached or mentored to achieve success? * Tell me about your most successful team project where you were the leader or had a lead role. * Tell me about a time you led an important meeting. |
| Listening Skills | * Tell me about a time when your active listening skills really paid off for you – maybe a time when other people missed the key idea being expressed. |
| Merit-Orientation | * Describe a time when you were able to overcome or look past a personal bias in order to arrive at the right decision. |
| Motivational Ability | * Tell me about a time you had to motivate others to achieve a goal. |
| Openness to Criticism | * Tell me about a time you received negative feedback from your manager. How did you handle it? * What’s the most recent mistake you made, and why did you make it? |
| Opportunity Recognition | * Describe a time when you recognized and took advantage of a new opportunity. * Tell me about a time when you were able to capitalize on an emerging trend. |
| Persistence | * Tell me about a time you were able to overcome a significant hurdle. |
| Political Skill | * Tell me about a time when you used your political savvy to implement something that you really believed in. * Tell me about a time when you had to effectively assess and work through the politics of a situation in order to get your work done. |
| Leveraging Power | * Give me an example of when you simply had to use your authority to get something done. What was the outcome? |
| Confidence Projection | * Tell me about a time when you took on a task that you considered “out of your comfort zone”. What was the outcome? * Tell me about a time when you had to lead others in a certain direction and had some doubts. How did you approach the situation? |
| Learning Agility | * Tell me about a time you had to think on your feet to get out of an awkward or difficult situation. * Tell me about the last time you had to learn a new task. How did you go about learning it? What, if any, tools did you employ? * Tell me about a time you leveraged your knowledge trends to positively impact your organization. |
| Resilience | * Tell me about a time you failed. How did you deal with this situation? |
| Respect for Others | * Tell me about a time when you were able to demonstrate respect with someone you thought was disrespectful. |
| Self-Control | * Describe a situation when you had to exercise a significant amount of self-control. |
| Sensitivity & Tact | * Tell me about a time when you needed to be particularly sensitive to another person's beliefs. What was the outcome? |
| Sociability | * Tell me about a time when your ability to build relationships at work paid off. * Describe a situation in which you had the opportunity to bring the team together to accomplish a common goal. How did you do it? |
| Time Management | * Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them. |
| Work Ethic | * Tell me about a time when you’ve had to make a sacrifice in order to accomplish something important. * Tell me about a time when you did more than your “fair share” in order to accomplish something. |