

## Interview for Leadership Position – Behavioral Questions List

### Opening Questions

- Tell me a little bit about yourself and why you are interested in this position.
- What impact do you feel you could make on day one/first year/five years?
- What do you know about this company that makes you want to work here?
- Why are you leaving your previous job?

### Accomplishments

- What is the most significant contribution you made in your previous job?
- What accomplishment(s) are you most proud of and why?
- Tell me about an ongoing responsibility in your current job that you enjoyed?
- Provide an example of your analytical and problem-solving skills.
- Walk me through a large successful project that you were a part of. What was your role?
- Overall, how do you feel about your career progress to date?

### Obstacles/Mistakes

- Describe a time you were under a lot of pressure/in a high stress situation/had too many tasks. How did you handle it?
- Describe a tough decision that you faced and how you were able to reach a conclusion.
- Describe a time when you failed. What did you learn from the experience? How did you bounce back?
- Give an example of a time when something went wrong – how did you deal with it.
- Looking back, what is one thing you would do differently with the knowledge you have now.

### Customer/Patient Relationships

- Tell me about a time you went above and beyond to help a co-worker, customer, or patient.
- Tell me about a time when you had to deal with a difficult or upset customer/patient. How did you manage it?
- What are some examples of laboratory grievances you have had to handle in the past?

### Teamwork

- How would you define teamwork?
- Describe a situation where you worked effectively on a team.
- Describe a time when you had to work with a person with whom you may not have gotten along with well.
- Tell me about a time when you disagreed with your boss and presented your point of view.
- Describe a time you had to resolve conflict between two of your staff members.
- What would you do if one of your staff posted something offensive on social media?
- What is your approach to surfacing and resolving conflict?

### Leadership/Initiative

- Give an example of a situation where you showed initiative.
- Tell me a time you had to manage a challenging project.

- Give an example of your ability to lead projects and describe how you effectively delegated responsibility.
- How do you motivate others?
- What would you do if you saw someone not following appropriate safety standards? What if this person was an administrator?
- Describe your dream job/dream boss.
- How do you balance day-to-day responsibilities and long-term projects?
- How has your past work experience prepared you to take on this job?
- What was your biggest challenge in your last job?
- What is your experience in department finance and fiscal responsibility?
- Give an example of a professional decision that did not go your way. How were you able to resolve that conflict? If you had to communicate that decision to your team, who did that conversation go? What was the outcome? What did you learn?

#### Closing

- What was the one question you thought I would ask you that I did not?
- What questions do you have for me?

#### Questions for them

- What factors do you feel are most important to be successful in this position?
- What do you think are the major opportunities for this position?
- What are some long-term strategic goals that you would like supported by the successful candidate for this position?
- How would you describe the laboratory's contribution to the Hospital culture?
- What is the 1<sup>st</sup> challenge you would like to see addressed in the 1<sup>st</sup> 30 days/90 days/year?
- What do you like most about your career with this company?
- What future changes do you anticipate for the organization and/or for the lab?
- How has the laboratory department grown and changed over the past five years?
- How would you describe the culture of this organization?