

Behavioral Interview Rubric

1. Tell me about a time you had to meet a tight deadline.

- Clearly explains the situation and urgency.
- Demonstrates prioritization and time management skills.
- Takes initiative and communicates effectively with stakeholders.
- Outcome is measurable and positive (e.g., met or exceeded goals).

2. Describe a time you had to work with a difficult team member.

- Describes the conflict without placing blame.
- Demonstrates emotional intelligence and initiative to resolve the issue.
- Takes steps to improve collaboration.
- Resulted in improved working relationship or team outcome.

3. Give an example of a mistake you made and how you handled it.

- Owns the mistake and explains the context clearly.
- Takes corrective action quickly and responsibly.
- Describes lessons learned and steps taken to prevent recurrence.
- Shows accountability and professionalism.

4. Tell me about a time you had to learn something quickly.

- Explains the urgency and complexity of the situation.
- Demonstrates resourcefulness and adaptability.
- Shows confidence and effectiveness under pressure.
- Outcome had a positive business impact.

5. Describe a time you led without formal authority.

- Identifies a leadership gap and steps in voluntarily.
- Coordinates or influences others without a formal title.
- Drives team progress or project success.
- Gains recognition or delivers strong results.