



Behavioral Interviewing Questions

INFORMING:

Communicates information in a clear manner by sharing appropriate amount and content of information. Chooses appropriate medium.

1. In your current work situation, how do you know that you are keeping your manager informed? Your peers?
2. What basic business tools/strategies do you use to communicate and inform others? How does it vary depending on the group/individual needing the information?
3. If you were told to communicate more clearly and succinctly, what steps would you take?
4. What is your approach for staying on message?
5. How do circumstances change the way you communicate?
6. How do you promote information sharing within your team? How do you ensure that needed information is conveyed to you?

