



Behavioral Interviewing Questions

TIME MANAGEMENT:

Allocates time efficiently to the most important issues and knows what not to spend time on; completes work in a timely fashion.

1. When was the last time you missed a deadline?
2. Are you better at managing a number of priorities or attacking just a few at a time?
3. Talk about a time you were overloaded.
4. What time management tools do you use?
5. How do you structure your day? Your week?
6. What are you most apt to delegate?
7. Where do you tend to get bogged down?

