



Behavioral Interviewing Questions

ORGANIZING:

Brings together people, paperwork, and other resources in an appropriate order for a designated purpose.

1. How do you keep organized?
2. What tools do you use to stay on top of your work?
3. Describe what your desk looks like. What is on it? Where are the current items to be addressed? Do you think people would say “it’s a mess”?
4. Are you familiar with “5S”? If so, what does it mean? How do you personally use it?
5. In what lean initiatives have you directly been involved? What impact did it have on your work/department?
6. How do you ensure that you do not get so caught up in “the task” that you lose the big picture?
7. If you have an assistant, what are his/her primary responsibilities?

