

Behavioral Interview Notes Template

Candidate Name

Interview Date

Role/Position

Interviewer

Behavioral Questions

1. Tell me about a time you led a team to achieve a challenging goal.

2. Describe a situation where you had to solve a complex problem with limited information.

3. Give an example of handling disagreement or conflict within a team.

4. Share an instance when you managed multiple priorities under a tight deadline.

Evaluation Criteria

- 1. Leadership & Influence
- 2. Problem-solving & Analytical Skills
- 3. Communication
- 4. Team Collaboration
- 5. Initiative & Drive
- 6. Client Orientation

Notes & Assessment

Summarize strengths, concerns, and fit for consulting

Recommendation

Summary & Next Steps

E.g. Strongly Recommend / Recommend / Not Recommend; reasons

Use this template to capture detailed interview feedback, referencing examples and behaviors relevant to consulting roles.