

Behavioral Based Interviewing is based on the assumption that your past behavior is useful in predicting future performance. Let your examples convince the potential employer that you have the skills they are looking for.

PREPARE AND PRACTICE, PRACTICE, PRACTICE

Anticipate the questions that will be asked and prepare in advance. A successful framework for approaching these types of questions is referred to as **STAR** method.

Situation: describe a problem, decision, project, etc. that you encountered

Task: what were the major tasks involved?

Action: what did you do?

Result: what were the outcomes of your action and how could this experience help you in the position you are applying for?

EXAMPLES OF BEHAVIORAL BASED QUESTIONS

Taking Initiative

- Give me an example of a time when you initiated and completed a project.
- Give me an example of a time when you took initiative.
- Tell me about a time when you motivated yourself to complete an assignment/task that you did not want to do.
- Give an example of when your persistence had the biggest payoff.
- Tell me about the riskiest decision you have ever made.
- Tell me about a time when you had to go above and beyond the call of duty to get a job done.

Conflict Resolution/Analysis

- Please describe a situation when you faced conflict with another individual and how you resolved it.
- Give me an example of a time when you helped solve a problem in a group.
- Tell me about a time when your opinion was challenged. How did you handle it?
- Tell me about a time when you failed and what you learned from it.
- Tell me about a situation in which you had to learn something new in a short time. How did you proceed?
- How have you most constructively dealt with disappointment and turned it into a learning experience?
- Describe a situation in which you effectively developed a solution to a problem by combining different perspectives or approaches.
- Can you tell me about a complex problem you solved? Describe the process that you utilized.
- Walk me through a situation where you had to do research and analyze the results for one of your classes.

Time Management/Multitasking

- Describe a circumstance in which you had several things to do in a limited amount of time. What led up to the situation? What was the outcome?
- Describe a time when you had to deal with the public. How did those involved respond?
- Describe a situation where class assignments and work or personal activities conflicted. How did you prioritize? How did you manage your time? What was the outcome?
- When have you set a long range goal and achieved that goal?
- Give me an example of a time you had to meet a deadline. How do you manage a fast approaching deadline?
- Give me an example of a project you planned and managed.

Communication/Presentation

- Describe your presentation skills and experience.
- Tell me about a situation when something you said or wrote was misunderstood.
- Tell me about a time when your work or ideas were criticized.
- Describe the most significant or creative presentation that you have had to complete.

Teamwork/Collaboration/Leadership

- Give me an example of an example of effective teamwork.
- Tell me about the toughest group you have had to work with. What made the group tough? How did you handle the situation?
- Tell me about a time when you took a leadership role.
- What leadership positions have you held? Describe your leadership style.
- Describe the most collaborative project you have worked on. What was your role?
- Describe a time when you were extremely flexible in adapting to the needs of others.
- Tell me how you assisted another person in reaching his/her goal.

Goal Setting/Other

- Give me an example of an important goal you set for yourself and how you accomplished it.
- What accomplishment has given you the most satisfaction and why?
- What three words would you use to describe yourself? Why?
- Describe your three greatest accomplishments to date.