

# Behavioral Interview Worksheet

Behavioral interview questions are intended to help employers understand your likely future behavior based on specific experiences from your past. Questions that usually begin with “**Tell me about a time when...**” or “**Give me an example of...**” are examples of behavioral-based questions. Answering these questions take preparation as the answers need to be specific and concrete. Complete this worksheet to highlight relevant examples from your past using the **STAR method**. Then practice answering behavioral-based questions from the topics below.

<b>Situation:</b>	Detail the background. Provide a context. Where? When?
<b>Task:</b>	Describe the expectations and/or challenge. What needed to be done? Why?
<b>Action:</b>	Explain your specific action. What did you do? How? What tools did you use?
<b>Result:</b>	Highlight the results: outcomes, goals achieved, accomplishments, recognition, savings, etc. Quantify if relevant.

**TEAMWORK** *Examples: Tell me about a team project that you worked on. Describe a project that required input from people at different levels in the organization. Share a rewarding team experience. Give me an example of a team project that failed.*

**Situation:**

**Task:**

**Action:**

**Result:**

**PROBLEM-SOLVING** *Examples: Tell me about a situation where you had to solve a difficult problem. Describe a time when you came up with a new approach to a problem. Tell me about two improvements you made in the last six months.*

**Situation:**

**Task:**

**Action:**

**Result:**

**ORGANIZATION** *Examples: Give an example of a project that best describes your organizational skills. Describe a time when you had to make a difficult choice between your personal and professional life.*

**Situation:**

**Task:**

**Action:**

**Result:**

**COMMUNICATION** *Examples: Describe a time when you were able to strengthen a relationship by communicating effectively. Give an example of when you effectively communicated a difficult or unpleasant idea to a superior or colleague.*

**Situation:**

**Task:**

**Action:**

**Result:**

**PERSUASION** Examples: Explain a time when you were able to successfully influence another person. Describe a time when you had to persuade a peer or colleague to accept an idea that you knew they would not like.

**Situation:**

**Task:**

**Action:**

**Result:**

**LEADERSHIP** Examples: Tell me about a time when you demonstrated leadership skills. Describe a time when you led by example. Explain a time that you took the lead on a difficult project. Who have you coached or mentored to achieve success?

**Situation:**

**Task:**

**Action:**

**Result:**

**INITIATIVE** Examples: Give me an example of a project or task that you started on your own. What changes did you develop at your most recent employer? What projects did you generate that went beyond your job description?

**Situation:**

**Task:**

**Action:**

**Result:**

**GOAL SETTING** Examples: Give an example of an important goal that you set in the past that you achieved. Describe a time when you weren't able to meet a goal. Explain the goals/mission of our company and how you plan to contribute.

**Situation:**

**Task:**

**Action:**

**Result:**

**CONFLICT RESOLUTION** Examples: Give an example of a time you had to respond to an unhappy colleague/customer/supervisor. Tell me about a time you had a conflict at work. Explain a team project when you had to work with someone difficult.

**Situation:**

**Task:**

**Action:**

**Result:**

**CREATIVITY** Examples: Describe a time when you came up with a creative solution/idea/project in your past work. What have been some of your most creative ideas? Describe a situation in which you found a creative way to overcome an obstacle.

**Situation:**

**Task:**

**Action:**

**Result:**