

Behavioral Interviewing Prep Worksheet

In a behavioral interview, an employer is trying to get a better understanding of your interpersonal skills and behaviors. Employers typically use these types of questions figuring that the most accurate predictor of future performance is past performance in a similar situation. The questions will usually begin with “Tell me about a time when...” or “Walk me through a scenario when...”

These questions are difficult to answer spontaneously. Preparation is the key to acing behavioral interview. Use this work sheet as a guide to prepare yourself.

Think of at least one example for each of the following topics (more than one is ideal). The example can be from a former job, internship, class project, volunteer activity, etc. When formulating an example, think STAR – Situation, Task, Action, Results.

- Situation** Describe a specific situation that you were in
- Task** Describe the task that needed to be accomplished
- Action** Describe the actions/steps that you took
- Results** Describe the outcome and your accomplishments

When you're presented with a question, listen to determine which of the following topics the interviewers are really asking about. You'll then tell the interviewer a story based on one you've already thought through below.

Responsive to needs
The Situation:
The Tasks:
Your Actions:
Results:

Dependability
The Situation:
The Tasks:
Your Actions:
Results:

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People you don't get along with
The Situation:
The Tasks:
Your Actions:
Results:

Continuous learning and self-improvement
The Situation:
The Tasks:
Your Actions:
Results:

Mistakes made (and learned from)
The Situation:
The Tasks:
Your Actions:
Results:

Critical thinking / Analytical / Perceptive
The Situation:
The Tasks:
Your Actions:
Results:

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Your emotional state – stress management
The Situation:
The Tasks:
Your Actions:
Results:

Originality / Creativity / Innovativeness
The Situation:
The Tasks:
Your Actions:
Results:

Honesty / Integrity / Trustworthiness / Ethical dilemma
The Situation:
The Tasks:
Your Actions:
Results:

Initiative / Identifying a need
The Situation:
The Tasks:
Your Actions:
Results:

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Communication – verbal / written / being convincing
The Situation:
The Tasks:
Your Actions:
Results:

Self confidence / Inspiring trust
The Situation:
The Tasks:
Your Actions:
Results:

Time management / Typical day / Handling stress and deadlines
The Situation:
The Tasks:
Your Actions:
Results:

Teamwork – your best and worst experiences
The Situation:
The Tasks:
Your Actions:
Results:

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Leadership / Management
The Situation:
The Tasks:
Your Actions:
Results:

Enthusiasm
The Situation:
The Tasks:
Your Actions:
Results:

Persuasiveness
The Situation:
The Tasks:
Your Actions:
Results:

Ambiguity / Adaptability
The Situation:
The Tasks:
Your Actions:
Results:

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Decision making / Problem identification and solving
The Situation:
The Tasks:
Your Actions:
Results:

Commitment
The Situation:
The Tasks:
Your Actions:
Results:

Assertiveness
The Situation:
The Tasks:
Your Actions:
Results:

Organizing / Prioritizing
The Situation:
The Tasks:
Your Actions:
Results:

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Going beyond the “call of duty”
The Situation:
The Tasks:
Your Actions:
Results:

Change management / Comfort with change and pace / Flexibility
The Situation:
The Tasks:
Your Actions:
Results:

Quick thinking
The Situation:
The Tasks:
Your Actions:
Results:

Risk taking
The Situation:
The Tasks:
Your Actions:
Results: