Tips to Prepare for the Interview

What are they?
• Questions designed to see if you have the skills needed for the job.
• Themes typically include teamwork, leadership, problem solving, conflict resolution, failure, time management, customer service, etc.

How can I recognize them?
• Typically begin with “Tell me about a time when...” or “Give me an example of...”

Why are they asked?
• Your previous behavior tends to predict how you will respond to similar situations in the future.
• The interviewer(s) wants to know each candidate’s skill level in a specific capacity.

How can I prepare for them?
• Look at the job description. Note any aspects of the job that fall into the themes above.
• Reflect on your experiences (in school, at work, in campus organizations, etc.). Do you have experience related to any of those themes?

Top 10 Behavioral-Based Interview Questions

Team Player
• Tell me about a team project on which you worked.
• Describe a project that required input from people at different levels within the organization.

Leadership
• Tell me about a time when you demonstrated leadership skills.
• Tell me about a time when you took the lead on a difficult project.

Conflict
• Tell me about a situation in which you worked with a difficult individual on a team project.
• Tell me about a time when you experienced a conflict at work.

Problem Solving
• Tell me about a situation in which you solved a difficult problem.
• What's the most innovative idea you have implemented?

Failure
• What was your biggest mistake, and what did you learn from it?
• Tell me about a decision that you regret.

STAR Technique to Answer Behavioral-Based Interview Questions

SITUATION
Detail in the background. Provide a context. Where? When?

TASK
Describe the challenge and expectations. What needed to be done? Why?

ACTION
Specify the action taken. What did you do? How? What tools did you use?

RESULTS
Explain and quantify the results: accomplishments, recognition, savings, etc.