**Behavioral Interview Guide**

**Answering Questions — The S.T.A.R. Method**

Behavioral interviewing is a technique employed by interviewers to evaluate your past behavior in order to predict your future behavior in a particular situation. Answering behavioral questions is not an easy task, but proper preparation will assist you in answering them successfully. Utilizing the S.T.A.R. Model will help you construct an organized, specific, thoughtful and concise answer.

**Situation**

Think of a situation in which you were involved that had a positive outcome.

**Task**

Describe the tasks involved in the situation.

**Action**

Specify what actions you took in the situation to complete
the tasks and achieve your results.

**Result**

What results followed due to your actions?

**Use the following guidelines to enable this effective strategy:**

* Analyze the position you are interviewing for and determine what skills are required.
* Evaluate and reflect upon your background to identify your skills and experiences related to the position. Think about your experiences and skills gained in class, internships, leadership positions and activities, and relate them to the skill sets required by the position for which you are interviewing.
* Create brief “S.T.A.R. Stories” prior to the interview that demonstrates your teamwork abilities, initiative, planning, leadership, commitment and problem-solving skills. Try to be as relevant as possible to the position. Be prepared to provide examples of occasions when results were different than expected.
* Identify three to five top selling points (attributes that set you apart from other candidates) and be sure to point them out during the interview using “S.T.A.R. Stories.”
* Practice your stories but be careful not to memorize as you may forget nuances of your story when under pressure. Reviewing them before the interview will give you confidence in knowing you are prepared and can eliminate fumbling for words or awkward silences.
* Be specific! Giving generalizations will not help the interviewer understand and evaluate your behavior and skills. Interviewers want to know what you did rather than what you would do in a given situation.
* Quantify wherever possible. It is evidence of your achievements, accomplishments and efforts.
* Be honest! Omitting or embellishing parts of your story could lead to disaster if the interviewer discovers that the foundation of your story is weak. In using this strategy, you will be able to showcase your accomplishments, skills and knowledge to show the interviewer how you are the best possible candidate.

**Sample Interview Questions**

**General Questions**

1. Tell me about yourself.
2. Walk me through your resume.
3. How would your friends describe you?
4. What would you like me to know most that is not in your resume?
5. What do you do in your spare time?

**Behavioral Questions**

1. What is your greatest strength? Your greatest weakness?
2. What accomplishment are you most proud of?
3. Describe an experience in which you showed initiative.
4. Describe an experience in which you showed creativity.
5. Give me a situation in your past work or school experience where you demonstrated problem-solving skills.
6. Give me an example of a situation in which you demonstrated leadership.
7. How would you describe your leadership skills?
8. Give an example of how you worked on a team.
9. Give me an example of how you successfully dealt with someone who was difficult.
10. Describe a situation in which you had to take a risk.
11. Tell me about a time when you went the extra mile to get a project done.
12. Describe a situation when you had to persuade or convince someone. How did you do it?
13. Describe a time when you had a difficult decision to make and how you arrived at your decision.
14. What would you do if someone asked you to do something unethical?
15. Tell me about a time when a project you worked on didn’t work out the way it should have.
16. Give me an example of when you failed at something and what you learned from that experience.
17. Give me an example of a time you failed.
18. Give me an example of a time you succeeded.
19. What qualities do you think make someone successful in business?
20. Where do you see yourself in five years? Ten years?