

career guide

behavioral interview worksheet

The Key to the Behavioral Interview

Employers will generally ask behavioral interview questions from different categories. Your job, prior to the interview, is to think about specific situations from your past that illustrate your value to the organization. Use varied examples to cover aspects of your education, work experiences, and involvement. Be specific, stay on point and focus on your Actions (3-5 tangible things you did in that scenario). Complete this worksheet by using the STAR technique to highlight relevant examples from your past.

Leadership

Situation:

Task:

Actions:

Result:

Teamwork

Situation:

Task:

Actions:

Result:

**Conflict
Management**

Situation: _____

Task: _____

Actions: _____

Result: _____

Perseverance

Situation: _____

Task: _____

Actions: _____

Result: _____

**Time Management
& Organization**

Situation: _____

Task: _____

Actions: _____

Result: _____

Goal Setting

Situation: _____

Task: _____

Actions: _____

Result: _____

Problem Solving

Situation: _____

Task: _____

Actions: _____

Result: _____

Taking Initiative

Situation: _____

Task: _____

Actions: _____

Result: _____

Adaptability

Situation: _____

Task: _____

Actions: _____

Result: _____

Success

Situation: _____

Task: _____

Actions: _____

Result: _____

Communication

Situation:

Task:

Actions:

Result:
