**Behavioural Interviewing Worksheet**

**What is Behavioral Interviewing?**

Behavioral interviewing is a technique employed by interviewers to evaluate your past behavior in order to predict your future behavior in a particular position. Answering behavioral questions can be challenging; however, thorough 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.

**Five Steps to Prepare for a Behavioral Interview:**

1. Analyze the position you are being interviewed for; determine the skills required.
2. Evaluate and reflect upon your background to identify your skills and experiences related to the position.
3. Develop brief scenarios or “STAR stories” prior to your interview that demonstrate your skills. Each “story” should explain the situation, task, action and result (STAR).
4. Be specific in your stories. Giving generalizations will not help the employer understand and evaluate your behavior and skills. Employers want to know what you DID do rather than what you WOULD do in a given situation.
5. Identify three to five top selling points that set you apart from other candidates - and be sure to make the opportunity to point them out during the interview.

**Effective Formula for Answering Behavioral Interviews**

**S**: Describe the Situation you were in

**T**: Describe the Task you needed to accomplish

**A**: Describe the Action you took

**R**: Describe the Results of your experience

**Interviewer Question**

Tell me about a time you showed initiative on the job.

| **Situation**  Last winter, I was acting as an account coordinator, supporting the account executive for a major client at an ad agency. The account executive had an accident and was sidelined three weeks before a major campaign pitch. |
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| **Task/Action**  I volunteered to fill in and orchestrate the presentation by coordinating the input of the creative and media teams. I called an emergency meeting and facilitated a discussion about ad scenarios, media plans, and the roles of various team members in relation to the presentation. |
| **Result**  I was able to achieve a consensus on two priority ad concepts that we had to pitch and on related media strategies. I drew up a minute-by-minute plan of how we would present the pitch. Based on our discussions, the plan was warmly received by the team. The client loved our plan and adopted the campaign. I was promoted to account executive six months later. |

| **STORY 1** | |
| --- | --- |
| **SKILL** |  |
| **MY ANSWER** | **Situation:**  **Task/Action:**  **Result:** |
| **STORY 2** | |
| **SKILL** |  |
| **MY ANSWER** | **Situation:**  **Task/Action:**  **Result:** |
| **STORY 3** | |
| **SKILL** |  |
| **MY ANSWER** | **Situation:**  **Task/Action:**  **Result:** |