

BEHAVIORAL INTERVIEW CHEAT SHEET

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Behavioral Interview Cheat Sheet

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Use this sheet for a quick rundown of what you need to prepare before your behavioral interview.

Introduce Yourself

Before you show up for your interview you need to think through how you want to present yourself.



Introducing Yourself in 1, 2, 3 ...

1. **Briefly outline your background and experience.**
 - Don't tell your life story.
 - Keep it relevant, and emphasize the skills you gained.
2. **Connect with the company's mission and values.**
 - Show that you know something about the company.
3. **Link to the exact position for which you are interviewing.**
 - Explain why you are a good fit for the exact position.
 - Demonstrate what you can bring to the role.

Why This Company and Position?

- **Research the company.** Make sure you know the company's mission and values before your interview because this interview is testing whether you align with those values.
- Think about the reasons you want to work with the company. Do your research and make sure that your reasons are company specific.

▼ Example Reasons:

- You want to work with the **top talents** in this company.
 - You are passionate about that **specific industry**.
 - **You are passionate about the product and its impact on people's lives.**
- If possible, look up your interviewer and make note of their position in the company. This will tell you what that person typically does at work and what they are likely to relate to.

Five Stories

▼ To cover the majority of the situational questions you will be asked in the interview, you need a story about a past experience for each of the following categories:

- **Failures and Challenges** - A story about a difficult situation and how you dealt with it.
- **Leadership and Influence** - A story about having an impact or persuading others.
- **Conflict** - A story about dealing with a disagreement.
- **Time and Resource Management** - A story about tight deadlines or prioritizing.
- **Collaboration and Communication** - A story about working with others.
 - Because communication is an important component in demonstrating your leadership skills, dealing with conflict, and managing time and resources, you may not need to create a new story on communication and collaboration.

Top Behavioral Interview Questions



Once you have these 5 stories, you can tweak them to suit just about any question.

Your story about failures and challenges could be used to answer a question about problem-solving. Your story about collaboration and communication could be used to answer a question about diversity.

▼ To prepare, think through the following for each story:

- **Context**
- **Challenges**
- **Your solutions**
- **Your impact**

G.I.C.F Method to Describe a Project

You also need to be prepared to describe a past project.



The popular S.T.A.R. method is not the best way to describe a data science project because it is not flexible and does not work well with the limited time of an interview.

▼ To structure your description of a past project, use the G.I.C.F. method:

- **Goal**

- Summarize the goal of the project.
- Keep it short! Only around 2 sentences.

- **Impact**

- Explain what the project accomplished, especially what you did.
- Include metrics.

- **Challenges**

- Discuss 2 to 3 technical and non-technical challenges.
- Focus on how you resolved those challenges.

- **Finding**

- Share something interesting you discovered in the project.
- Limit yourself to one thing.
- This should be a short, positive, and engaging way to wrap up your answer.
- Examples of Findings:
 - Unexpected data
 - A personal insight
 - An exciting observation

▼ 🌟 Pro Tips:

- Frame the project.
 - Make it interesting by explaining it in terms of the big picture.
- Remove unnecessary details.
 - Keep the focus on you and your capabilities.
- Engage the interviewer.
 - Pause for questions and alter the details to suit the interest of your interviewer.

Questions for Interviewers



Aim to ask around **3 to 5 questions**.

▼ Topics for Questions:

- The future vision for the company
- Exciting things happening at the company
- Types of projects you would be working on
- Who you would be working with closely

▼ Example Questions:

- Where do you see the company in five years?
- What do you like most about working here?
- What do you think makes this company's culture unique?
- What major projects is the team I hope to join working on right now?

▼ Tips for Asking Questions:

- Tailor your questions to different interviewers.
- Keep your questions positive.
- Avoid showing bias.
- Remember that you don't have the job yet.

Ace the Interview

- Interact with the interviewer.
- Offer an alternative if you don't have a story that matches the question exactly.
- Show multiple dimensions of yourself.
 - **Leadership** - You may not have a title, but you still have leadership qualities like a concern for others, a willingness to help, and strong communication skills.
 - **Responsibility** - You care about the company and the work they are doing.
 - **Problem-Solving** - You are able to solve problems creatively.
 - **Effective Communication** - You value communication and are a good communicator and listener.
 - **Empathy** - You can see things from a different perspective and are aware of other viewpoints. You are a good listener, and you value feedback.

**Things to Avoid:**

Avoid talking about things like:

- Work-Life Balance
- Compensation
- Benefits
- Don't be blameful in any of your stories.