



BEHAVIORAL INTERVIEW WORKSHEET

HOW TO USE THIS WORKSHEET

1. Research the company/position thoroughly using Glassdoor, LinkedIn, website, blog posts, Twitter, etc.
2. Tailor and complete worksheet/interview study guide based on your research
 - a. Know your audience
 - Who are you speaking to? What is their position? What is their motivation?
 - b. Guess the questions you may be asked
 - Clues: Twitter, LinkedIn, Glassdoor, Social Media, company website, press releases, Google News alerts
 - c. Prepare questions to ask your interviewer: Each question you ask should do 1 of 3 things
 - Demonstrate research
 - Sell yourself
 - Connect to interviewer
3. Study and rehearse the “stories” you developed on this worksheet without memorizing answers

COMPANY/ROLE RESEARCH

ABOUT INTERVIEW: <ul style="list-style-type: none">• <i>When is it? How long?</i>• <i>Where is it? Zoom/phone?</i>	
ABOUT INTERVIEWER: <ul style="list-style-type: none">• <i>Who is it with? What is their title?</i>• <i>Link to their LinkedIn</i>• <i>Do they have a technical background or not?</i>	
ABOUT COMPANY (DESCRIPTION):	
ABOUT JOB (POSTING): <ul style="list-style-type: none">• Highlight strong points to emphasize in green• Highlight things to work on/add into application• Highlight weaknesses in red	
WHAT ARE MY TOP 3 (AND MOST UNIQUE) SELLING POINTS BASED ON THE COMPANY AND THE ROLE:	

STANDARD QUESTION PREP

<p>INTRO: TELL ME ABOUT YOURSELF.</p> <ul style="list-style-type: none">● <i>Present + Past + Future (align with company)</i> <p>OR</p> <ul style="list-style-type: none">● <i>Past + Present + Future (align with company)</i>● <i>Origin story: What are your superpowers? How did you get them? What would they mean for the company?</i>	<p>Sample: "I'm a junior Computer Science student at _____ where I've recently completed some advanced coursework in _____ and a side project where I utilized [their company's] API and documentation. I chose to pursue a career in software because I love finding innovative tech solutions to complicated social problems, and that is why I jumped at the chance to apply for a spot on [company's] team for this summer internship."</p>
<p>WHY DO YOU WANT TO WORK FOR [COMPANY]?:</p> <ul style="list-style-type: none">● <i>Why do you like them and their product?</i>● <i>What are their values?</i>● <i>Why are theirs the problems you want to solve?</i>	
<p>WHAT ARE YOUR STRENGTHS?:</p> <ul style="list-style-type: none">● <i>Feature + Example + Benefit</i>● <i>Have at least 3 examples that relate to the top skills they are seeking.</i>	
<p>WHY SHOULD WE HIRE YOU?:</p> <ul style="list-style-type: none">● <i>Feature + Example + Benefit</i>● <i>How are you uniquely qualified? This answer could relate to your strengths or your specific motivation for applying to the company.</i>	

BEHAVIORAL/SITUATIONAL QUESTION PREP>> STAR STORIES!

WALK ME THROUGH A RECENT PROJECT OF YOURS. (at least 2 project examples) <ul style="list-style-type: none">● <i>Situation</i>● <i>Task/Obstacle/Problem</i>● <i>Action</i>● <i>Result</i>	<i>Situation:</i> <i>Task:</i> <i>Action:</i> <i>Result:</i>
TELL ME ABOUT SOMETHING YOU ACCOMPLISHED THAT YOU ARE PROUD OF. <ul style="list-style-type: none">● <i>Situation</i>● <i>Task</i>● <i>Action</i>● <i>Result</i>	
TELL ME ABOUT A TIME YOU HAD TO LEARN SOMETHING NEW FOR A PROJECT. <ul style="list-style-type: none">● <i>Situation</i>● <i>Task</i>● <i>Action</i>● <i>Result</i>	
TELL ME ABOUT A TIME YOU DISAGREED WITH A COWORKER. <ul style="list-style-type: none">● <i>Situation</i>● <i>Task</i>● <i>Action</i>● <i>Result</i>	
TELL ME ABOUT A TIME YOU HAD TO DEAL WITH AMBIGUITY. <ul style="list-style-type: none">● <i>Situation</i>● <i>Task</i>● <i>Action</i>● <i>Result</i>	
TELL ME ABOUT A CHALLENGE THAT YOU OVERCAME. <ul style="list-style-type: none">● <i>Situation</i>● <i>Task</i>● <i>Action</i>● <i>Result</i>	

TRICKY QUESTION PREP

WHAT ARE YOUR SALARY EXPECTATIONS? <ul style="list-style-type: none">● Strategy #1: “I don’t see salary being an issue as long as it’s within the market rate.”● Strategy #2: “I expect to be paid in line with other employees of my background and skill set.”● Strategy #3: Give a well-researched range of at least 20k.	<i>The range I’m aiming for is around 90-110k which is in line with what I’ve seen for many of the other opportunities I’m interviewing with. However, I could be flexible depending on the total compensation package.</i>
TELL ME ABOUT A TIME YOU HAD A CONFLICT WITH A COLLEAGUE. <ul style="list-style-type: none">● This can be a miscommunication. The key IS to showcase problem-solving, empathy, understanding.	
WHAT’S YOUR LEVEL OF EXPERIENCE WITH [TOOL/SKILL YOU DON’T HAVE EXPERIENCE WITH] <ul style="list-style-type: none">● Don’t try to fake it.● Don’t say “no”.● Talk about your level of experience and how you would go about getting more experience or learning what you need to learn on the job.	
WHAT ARE YOUR WEAKNESSES?: <ul style="list-style-type: none">● Feature + Example + Opportunity● Have at least 2 examples. Include either how you are overcoming them or how you are repurposing your weakness into a strength.	
TELL ME ABOUT A TIME YOU FAILED: <ul style="list-style-type: none">● Use a failure that demonstrates continued learning, commitment, and is something you can change moving forward.	
WHAT DO YOU DO OUTSIDE OF CODING?: <ul style="list-style-type: none">● Something that can often be asked to determine cultural fit.	
WHAT’S A RECENT BOOK YOU’VE READ: <ul style="list-style-type: none">● This one always trips me up. Don’t hesitate to use one of the tips for buying time to think.	

QUESTIONS AT THE END:

You want these questions to do 1 (or more) of 3 things: demonstrate research you have done in the company, gain insight for future interview rounds, or connect with your interviewer.

- *What are the most exciting challenges facing your company in the next 6 months and how would this role help you meet those challenges?*
- *Let's say you were to hire me for this position. 30 days into the role, what would I have accomplished that would tell you that you had made the right decision in hiring me?*

POST INTERVIEW**THANK YOU EMAIL:**

- Don't forget to send one to every person you interacted with for that interview round, if possible.

IF YOU DON'T HAVE INTERVIEWER'S EMAIL:

- *Send thank you email to interview coordinator (likely someone in recruiting or HR) and, in that thank you email, either ask them for the email address of your interviewer or if they'd be willing to pass along your appreciation to the person who interviewed you.*

[optional] REACHING OUT TO EMPLOYEES FOR ADVICE/INSIGHTS

CONTACT + CONNECTION	MESSAGE	DATE
1.		Pre-app
2.		Post-app
3.		Pre-interview

NOTES