



PREPARING FOR BEHAVIORAL INTERVIEWS WORKSHEET

What are the key competencies relevant to this role?

[Review the detailed job description. Ask the recruiter. Clarify, if practicable, with those familiar with the organization by asking contacts.]

What competency do you want to showcase? _____

To the extent practicable, focus on success stories or situations where you learned and developed.

Aim to keep your stories:

- Concise;
- Relevant;
- Specific; and
- Interesting.

Situation

What was the context? How can you concisely summarize the scenario?

Task

What was your role? What was expected of you?

Action(s)

What did you do? How can you describe specifically and concretely what actions you took?



Result(s)

What was the outcome of the situation? How did what you did contribute? What did you learn that you will apply to similar situations in future? What skills did you build and develop through this experience?
