

* MOCK INTERVIEW PRACTICE AND FEEDBACK WORKSHEET*

(AFTER PRACTICING, SCHEDULE A MOCK INTERVIEW BY CALLING (713) 743-4230)

One strategy for preparing for behavioral interviews is to use the STAR Technique, as follows:

S ituation or T ask	Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, <u>not a generalized description</u> of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, volunteer or tutoring experience, academic achievement, class/research project or any relevant event.
A ction you took	Describe the action you took and be sure to keep the focus on you . Even if you are discussing a group project or effort, describe what you did - not the efforts of the team. Do not tell what you might have done, tell what you accomplished.
R esults you achieved	What happened? How did the event end? What did you accomplish? What did you learn? The end result should always show you in the best possible light.

BEHAVIORAL INTERVIEWS ARE AIMED AT DETERMINING IF YOU CAN COMMUNICATE EFFECTIVELY USING THE FOLLOWING VALUABLE SKILL SETS

Critical/Analytical Thinking
Decision Making
Leadership
Teamwork/Teambuilding
Conflict Resolution
Effective Communication and Presentation Skills
Accountability
Reliability
Integrity
Safety

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you have made within the last year.
- Give me an example of a time when something you tried to accomplish failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer, team member or co-worker.
- Give me an example of a time when you feel you may have motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to terminate/dismiss a friend or co-worker.
- Describe a time when you set your sights too high (or too low).
- Give me an example of a time you may have observed someone doing something unethical. What did you do?

TIP: You don't have to have a different example for every question. Using 3-4 good examples of previous academic, work, project, and/or research experience to answer these questions, can assist you in successfully answering any behavioral questions.