

## \* 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:

<b>S</b> ituation or <b>T</b> ask	Describe the situation that <b>you</b> were in or the task that <b>you</b> 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.
<b>A</b> ction you took	Describe the action you took and be sure to <b>keep the focus on you</b> . Even if you are discussing a group project or effort, describe what <b>you</b> did - not the efforts of the team. Do not tell what you might have done, tell what you accomplished.
<b>R</b> esults you achieved	What happened? How did the event end? What did you accomplish? What did you learn? The end result should always show <b>you</b> 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.