Behavioral interview questions are intended to help employers understand your likely future behavior based on specific experiences from your past. Questions that usually begin with “Tell me about a time when...” or “Give me an example of...” are examples of behavioral-based questions. Answering these questions take preparation as the answers need to be specific and concrete. Complete this worksheet to highlight relevant examples from your past using the STAR method. Then practice answering behavioral-based questions from the topics below.

| Situation: | Detail the background. Provide a context. Where? When? |
| Task:      | Describe the expectations and/or challenge. What needed to be done? Why? |
| Action:    | Explain your specific action. What did you do? How? What tools did you use? |
| Result:    | Highlight the results: outcomes, goals achieved, accomplishments, recognition, savings, etc. Quantify if relevant. |

**TEAMWORK** Examples: Tell me about a team project that you worked on. Describe a project that required input from people at different levels in the organization. Share a rewarding team experience. Give me an example of a team project that failed.

Situation: 
Task: 
Action: 
Result: 

**PROBLEM-SOLVING** Examples: Tell me about a situation where you had to solve a difficult problem. Describe a time when you came up with a new approach to a problem. Tell me about two improvements you made in the last six months.

Situation: 
Task: 
Action: 
Result: 

**ORGANIZATION** Examples: Give an example of a project that best describes your organizational skills. Describe a time when you had to make a difficult choice between your personal and professional life.

Situation: 
Task: 
Action: 
Result: 

**COMMUNICATION** Examples: Describe a time when you were able to strengthen a relationship by communicating effectively. Give an example of when you effectively communicated a difficult or unpleasant idea to a superior or colleague.

Situation: 
Task: 
Action: 
Result:
PERSUASION Examples: Explain a time when you were able to successfully influence another person. Describe a time when you had to persuade a peer or colleague to accept an idea that you knew they would not like.

Situation:
Task:
Action:
Result:

LEADERSHIP Examples: Tell me about a time when you demonstrated leadership skills. Describe a time when you led by example. Explain a time that you took the lead on a difficult project. Who have you coached or mentored to achieve success?

Situation:
Task:
Action:
Result:

INITIATIVE Examples: Give me an example of a project or task that you started on your own. What changes did you develop at your most recent employer? What projects did you generate that went beyond your job description?

Situation:
Task:
Action:
Result:

GOAL SETTING Examples: Give an example of an important goal that you set in the past that you achieved. Describe a time when you weren’t able to meet a goal. Explain the goals/mission of our company and how you plan to contribute.

Situation:
Task:
Action:
Result:

CONFLICT RESOLUTION Examples: Give an example of a time you had to respond to an unhappy colleague/customer/supervisor. Tell me about a time you had a conflict at work. Explain a team project when you had to work with someone difficult.

Situation:
Task:
Action:
Result:

CREATIVITY Examples: Describe a time when you came up with a creative solution/idea/project in your past work. What have been some of your most creative ideas? Describe a situation in which you found a creative way to overcome an obstacle.

Situation:
Task:
Action:
Result: