

# ANSWERING BEHAVIORAL INTERVIEW QUESTIONS

A Behavioral Interview is a job interview that focuses on questions about how the candidate has behaved in the past in specific work situations. Most job interviews include at least some behavioral interview questions. By asking you about your past behavior, hiring managers try to get a sense of how you might respond in similar circumstances in the future.

## THE STAR (OR PAR) APPROACH TO BEHAVIORAL QUESTIONS

*ST is for Situation/Task.*

*A is for Approach/Action.*

*R is for Resolution/Results.*

Briefly describe the problem or situation, then talk about your approach to solving/addressing it, and end with a description of the positive resolution.

Keep in mind: **There is no one “right” answer to a behavioral interview question.** The interviewer wants to learn more about you, your experience, and how you approach work. This will allow her to see if you’re a good match for the job opportunity.

### EXAMPLE BEHAVIORAL INTERVIEW QUESTIONS:

- Tell me about a time you took responsibility for a task outside of your job description.
- How have you previously used your analytic skills to determine a solution to a problem?
- Describe a challenging goal that you set and explain how it was achieved.
- Tell me about a time that you had to sell an idea to senior management.
- Describe a situation in which you had to work under pressure. How did you handle the stress?
- Have you ever had to work with a difficult manager or coworker? How did you respond?
- Tell me about a mistake that you made. How did you address it?

*Adapted from Big Interview*



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Use the templates below to start developing your success stories in STAR format.  
Draft stories that exemplify skills or experiences related to the role you are applying for.

Consider having stories prepared for the following competencies:  
Critical thinking/problem solving, teamwork, leadership, communication skills, navigating a new situation/being adaptable.

		SITUATION	TASK	ACTION	RESULT
STORY THEME	COORDINATION	<i>I joined a student event committee to plan an on-campus professional development conference in two months' time.</i>	<i>I volunteered to manage the event agenda and presenter outreach.</i>	<i>I designed and administered a student survey to determine theme interests for the conference. I created the presentation schedule, including a keynote speaker and breakout sessions. Then, I researched and connected with local organizations and professionals to present.</i>	<i>The conference was well attended by over 50 students, and we received an average of 4/5 stars in post-event satisfaction surveys.</i>

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Story Theme	S/T	A	R
<p><b>Coordination</b></p>	<p><i>I joined a student event committee to plan an on-campus professional development conference in two months' time. I volunteered to manage the event agenda and presenter outreach.</i></p>	<p><i>I designed and administered a student survey to determine theme interests for the conference. I created the presentation schedule, including a keynote speaker and breakout sessions. Then, I researched and connected with local organizations and professionals to present.</i></p>	<p><i>The conference was well attended by over 50 students, and we received an average of 4/5 stars in post-event satisfaction surveys.</i></p>