

Using the Published Job Description to Develop Answers to Behavioral Questions

Source: http://www.quintcareers.com/job_interview_prep_sheet.html

- List the main requirements for the job in the first column. Use bullets to pinpoint key words or phrases. Remember: the job description is the employer's "Wish List," so do not assume you are not qualified because you are lacking one or two key qualifications. Self-knowledge and the ability to effectively articulate your skills, experiences, and strengths are key to offering **transferable skills** in lieu of desired qualifications.
- In the second column, matched to each bullet point from the first column, write your specific qualifications and experiences for the position.
- The third column provides space to describe stories or anecdotes from your work, on-campus or community background that support what you say are your qualifications and experiences that meet the employer's needs. Think about these stories so that you can elaborate on them in great detail if asked. They become the basis for behavior-based interviews and help you provide concrete examples. The stories are what really count in an interview. They tell your story; they sell you to the interviewer, and they provide rich material for illustrating your ability to do the job. They also suggest follow-up questions that you can answer because you are prepared!

Job Interview Prep Sheet

Position Requirements	Your Qualifications and Experience	Your "Stories"
<i>Example: Ability to work well with others</i> NOTE: Use more blocks if necessary.	<i>Example: Leadership activities on-campus</i>	<i>Example: Coordinated volunteers to produce on-campus event</i> NOTE: Fill in with details to illustrate your results and accomplishments.

Behavioral Interviewing techniques

The core principle behind behavioral interviewing is this: the most accurate predictor of future performance is past performance in a similar situation. It focuses on experiences, behaviors, knowledge, skills and abilities that are job related. So instead of asking how you **would** behave, interviewers will ask how you **did** behave

In this new style of interviewing, an employer will predetermine which skills are most important to being successful in a particular role. The questions during the interview will then be very specific to those skills, giving you an opportunity to show your suitability.

To assess which skills an employer is seeking, use sources such as the job description, job advertisement, company website and literature, recruitment agency, and knowledge of the client. Your responses need to be very specific and detailed. We recommend following the **STAR Method** as an easy way to ensure you are answering the question fully.

Situation or Task: Give an example of a situation or task you were involved in.

Action: Talk about the various actions involved in effecting an outcome.

Results: What results directly followed because of your actions. Use a positive spin if negative outcome. What did you learn from the situation?

Examples of Behavioral Questions

- Give an example of an occasion when you used logic to solve a problem.
- Give an example of a goal you reached and tell me how you achieved it.
- Have you gone above and beyond the call of duty? If so, how?
- Have you handled a difficult situation with a co-worker? How?
- Tell me about how you worked effectively under pressure.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Tell me about a time when you delegated a project effectively.

The best way to prepare for behavioral interviews is:

- Identify 4 or 5 of your top selling points and decide what examples you can give to get these points across (use STAR Method).
- Try and frame your answer as a story and be prepared for further probing questions from the interviewer around your story e.g. lead me through your decision process.
- Whenever you can, quantify your results.
- Be prepared to provide examples that didn't have the results you had hoped or planned.
- Choose examples from a variety of places in your life.
- Also prepare answers to more traditional interview questions as you may also have to respond to those questions.