Creating an Interview Story Bank

How can you prepare in advance for every possible question you might be asked? You can’t!
However, you CAN prepare a STORY BANK from which to draw examples for your interview answers.

Creating a Story Bank:

Develop a collection of WHO stories (What you did, How you did it, and the Outcome you achieved) and draft them using Word or an Excel spreadsheet to have a number of examples ready to go for a variety of different interviews. Aim to have stories that highlight these common themes:

- Communication
- Decision Making
- Teamwork
- Creative / Development
- Leadership
- Analysis / Problem Solving

In general, creating 7 – 10 stories will give you enough examples to pull from to answer interview questions with confidence.

Story Bank Examples—WHO stories to match common skills:

<table>
<thead>
<tr>
<th>Skill</th>
<th>What do I have to offer?</th>
<th>What</th>
<th>How</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Public speaking experience through the International Business and Economics Club.</td>
<td>As a member of the International Business and Economics Club at the Lundquist College of Business, I help to lead club meetings.</td>
<td>I create and make club announcements about upcoming events, and I have filled in for the Club President a few times, leading meetings and introducing speakers. Practice has helped me to develop my skills.</td>
<td>Managing to get and hold the attention of the group has helped our meetings run more smoothly and contributed to the club members’ confidence in leadership.</td>
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<tr>
<td>Teamwork</td>
<td>I have been a strong team member for many class-assigned group projects.</td>
<td>In my Leadership and Communication class, I was part of a 4-member team that analyzed sales data for an assigned company and developed recommendations to expand market share.</td>
<td>In my group, I took on the role of coordinator, reaching out to each team member and working to develop a plan to divide tasks. I checked in with each person to be sure we were all on track.</td>
<td>Reaching out to each team member helped maintain motivation among the group and kept us all on track. We completed our project on time.</td>
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</tbody>
</table>

Note: Your stories give you examples—these examples can be used to answer a variety of questions. Just don’t use the same example more than once in an interview!