

BEHAVIORAL INTERVIEW PREP SHEET

Know yourself

Since there are so many possible behavioral questions out there, it is impossible to predict or prep for all of them. That said, we believe that the best preparation you can do is to know your experiences and resume inside and out. We recommend that you go through your resume experience by experience (academic, extra-curricular, and work) and **for EACH role, ask yourself the following questions:**



1

What else can I say about this experience that isn't already on my resume?

Employers will often ask you to expand upon what's there. "Tell me more about your time with..."

2

What skills did I gain/use in this role?

Think technical skills as well as soft skills such as teamwork, communication, attention to detail, etc.

3

What was my greatest accomplishment? Of what am I most proud related to this experience?

What was your biggest impact? In what ways did you contribute? Were you recognized in any way?

4

What challenge or obstacle did I face and how did I deal with it?

Here, don't just focus on the problem and the solution but also what you learned from that experience.

5

Overall, what did I learn from this experience (about yourself, the industry, etc.)?

In other words, what is your big takeaway from this experience? Did it tell you something about what kind of work environment you enjoy (or don't), what kinds of things you're good at, about your career interests (short-term or long)?

If you can answer these questions, you should have plenty of fodder for "tell me about a time when..." behavioral questions.