

BEHAVIORAL INTERVIEWS



RICE | BUSINESS

CAREER DEVELOPMENT OFFICE

WARM-UP QUESTIONS

WALK ME THROUGH YOUR RESUME

THEY ALREADY HAVE YOUR RESUME. NO NEED TO GIVE A VERBAL RECITATION. HOWEVER, WHAT ARE THE THEMES, SKILLS DEVELOPED, AND/OR SIGNIFICANT EXPERIENCES? HOW DOES IT CONNECT TO YOUR IDEAL JOB?

BRAINSTORM!



OUTLINE:



WARM-UP QUESTIONS

WHY ARE YOU INTERESTED IN THIS INDUSTRY/COMPANY?

WHAT DO YOU KNOW ABOUT THIS INDUSTRY AND HOW
DOES IT FIT WITH YOUR STORY/PATH?

WHY ARE YOU INTERESTED IN THIS POSITION?

BEYOND WHAT YOU STAND TO GAIN, WHAT CAN
YOU CONTRIBUTE? BE SPECIFIC.



STAR

A BEHAVIORAL INTERVIEW FOCUSES ON YOUR PAST ACTIONS, BEHAVIOR AND EXPERIENCES AS A MEASURE OF HOW YOU WILL BEHAVE IN FUTURE PERFORMANCE WITHIN THE COMPANY.

S	SITUATION	DESCRIBE THE SITUATION OR EVENT THAT PROVIDES A GOOD EXAMPLE TO ANSWER THE QUESTION.
T	TASK	WHAT WAS YOUR ROLE IN THE SITUATION?
A	ACTIONS	HOW DID YOU HANDLE THE SIUTATION?
R	RESULTS	WHAT WAS THE OUTCOME RELATED TO THE ACTIONS THAT YOU TOOK?

THE BEST WAY TO PREPARE FOR A BEHAVIORAL INTERVIEW IS TO THINK OF YOUR KEY TRANSFERABLE SKILLS AS RELATED TO PAST EXPERIENCES/WORK SITUATIONS.

THE TRANSFERABLE SKILLS YOU WISH TO COMMUNICATE WILL VARY BASED ON INDUSTRY AND THE FUNCTIONAL POSITION FOR WHICH YOU ARE APPLYING. THE KEY IDEA TO REMEMBER IS THAT YOU NEED TO ARTICULATE THE END RESULT. WHAT WAS ACCOMPLISHED? WHAT HAPPENED? WHAT WAS THE OUTCOME? WHAT DID YOU LEARN?



EXAMPLE

GIVE ME AN EXAMPLE OF A TIME YOU SOLVED A PROBLEM.

ANSWER:

S	SITUATION	SENIOR MANAGEMENT ASKED ME TO FIGURE OUT WHY OUR GOODS WERE NOT ARRIVING TO CLIENTS ON TIME.
T	TASK	I HAD TO SURVEY ALL VENDOR AND CLIENTS NOT RECEIVING PRODUCT TO DETERMINE WHERE THE PROBLEM EXISTED.
A	ACTIONS	I INTERVIEWED ALL PARTIES ABOUT THE DELIVERIES AND THE TIMELINES FOR EACH. I DISCOVERED THAT OUR SHIPPING COMPANY WAS BEHIND ON ALL OF THEIR VENDOR DELIVERY TIMES DUE TO INCONSISTENT "EXPECTED DELIVERY DATES" AS OUTLINED BY OUR CONTRACTS VIA THE INVENTORY MANAGEMENT SYSTEM.
R	RESULTS	I UPDATED OUR INVENTORY MANAGEMENT SYSTEM TO REFLECT THE CORRECT DELIVERY DATES AND COMMUNICATED UPDATES TO VENDORS TO ENSURE NOTIFICATIONS OF CHANGES WERE RECEIVED. AS A RESULT, DELIVERIES BEGAN TO ARRIVE ON TIME, AND OUR VENDORS AND CLIENTS WERE MUCH MORE SATIFIED.



BRAINSTORM STORIES

LEADERSHIP

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STRATEGIC THINKING / PROBLEM SOLVING

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BRAINSTORM STORIES

CREATIVITY / INNOVATION

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TEAMWORK

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BRAINSTORM STORIES

COMMUNICATION

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R

DRIVE FOR RESULTS / INITIATIVE

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BRAINSTORM STORIES

DEALING WITH FAILURE

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A

R

PROJECT MANAGEMENT

S

T

A

R



PUT IT INTO ACTION

PRACTICE! PRACTICE! PRACTICE!

THE NEXT STEP IS TO PRACTICE YOUR ANSWERS. IT IS IMPORTANT THAT YOU HEAR YOURSELF RESPONDING TO THE QUESTIONS AND THAT YOU GET USED TO THIS PROCESS. IT CAN ALSO BE HELPFUL TO CREATE A LIST OF BULLET POINTS AS YOU ANSWER SAMPLE QUESTIONS. THIS WAY, YOUR ANSWERS DO NOT SOUND REHEARSED. YOU SHOULD DEFINITELY HAVE A MOCK INTERVIEW WITH A CLASSMATE OR CDO ADVISOR PRIOR TO INTERVIEW SEASON.

BE READY FOR FOLLOW-UP QUESTIONS: HOW DID YOU HANDLE IT? WHAT DID YOU LEARN FROM THIS EXPERIENCE? HAVE YOU USED WHAT YOU LEARNED IN ANOTHER SIMILAR SITUATION?

NEXT STEPS

1. CONTINUE TO BUILD OUT STORIES
2. USE BIG INTERVIEW
3. PRACTICE YOUR ANSWERS
4. DO A MOCK INTERVIEW

