

JOB INTERVIEW PRESENTATION ASSIGNMENT

Behavioral-based Interviews

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Behavioral-based interviewing is interviewing based on discovering how someone has acted in specific employment-related situations. The assumption is that how someone behaves in the past will predict behavior in the future. Employers sometimes believe past performance predicts future performance.

In a behavioral interview, employers decide what skills are needed in the person they hire and will ask questions to find out if the candidate has those skills. Instead of asking how the person would behave, they will ask how did the person behave. The interviewers want to know how an individual handled a situation, instead of what the person might do in the future.

Assignment

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Prepare four 3-minute behavioral-based responses to orally present within a mock job interview for the position you applied for within your cover letter. Each response is 25 points (100 points total).

Interview Questions

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Prepare a response for four of the following questions (you may also respond to other questions with instructor approval):

- Explain how past experiences have prepared you to serve in this position.
- Describe a time you were disappointed in your behavior.
- What is the most important qualification or skill that you bring to this job?
- Describe an experience where you were responsible for finding a solution to a problem. How did you approach finding a solution and what was the outcome?
- Share an example of how you were able to motivate employees or co-workers.
- When you worked on multiple projects, how did you prioritize?
- Tell how you work effectively under pressure.
- Without identifying individuals, please describe the nature of your most challenging working experience you've encountered.
- Without identifying individuals, please describe the nature of the best working relationship you've experienced.

Guidelines

1. **Be familiar with the job** for which you're being interviewed. Read the job description to identify which personal attributes and behaviors are likely to be key success factors for the role. It is advised that you

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research the company's website and any external information about them from business directories. Make a note of two or three examples for each personal attribute that will best illustrate your suitability—you may want to bring these into the interview with you as prompts.

- 2. Be able to draw from a variety of experiences** that demonstrate your skills and abilities. A good story can also combine work experience with a non-work experience (shows you can use the skill in a variety of settings). Examples may be from your work experience, your personal life, or social or other situation. Of course, a unique work situation story (unless otherwise specifically requested should take priority. Be as open, expressive and succinct as possible about each experience.
- 3. Let others help you out**—use examples of quotations from bosses or customers, such as, “My boss gave me a good performance review, they liked the way I stepped in to get the job done without being told to.” This demonstrates your willingness to accept contribution, your flexibility and teamwork skills.
- 4. Think STAR—Situation or Task, Action, and Result.** There are several variations of this acronym in the recruiting industry, but all of them are intended to provide structure and focus to your answers. When asked about a type of situation, the interviewer is looking at how you responded to it by a specific example. Using the STAR model, you would break your answer into the three segment of description of the task, then the action you took, and the final measurable result.

This makes it easier for the interviewer to visualize and record your specific behavioral responses to specific events and so gain the best impression of your potential future performance. Prepare at least one STAR response for each personal attribute you may be questioned on. Make sure you don't use the same example for all the attributes.
- 5. Use recent examples.** As you will be probed for details around the situation, it is better to use events in the last 12-18 months as the detail will be clearer in your mind. Be specific as possible about your contribution and the quantitative results achieved. Specific absolute or relative (%) gains in areas such as cost or time savings will give your interviewer a clearer picture of your abilities. If specific measurable results don't apply to our example, you might explain how it streamlined processes, empowered others, or resolved communication or productivity issues.
- 6. Practice telling your stories** until they are vivid and concise, one to the three minutes long. An interview can be likened to a marketing activity, where you are the brand. You will only get an interview because your

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resume and past roles suggest that you have the appropriate technical skills set (your attributes). Often what separates you from the other candidates at the interview stage is the interviewer's belief in how you will fit into the company's culture and your personal benefits. Remember you are selling your technical AND personal skills. Being able to communicate your adaptability and relatedness at an interview is essential to becoming the leading candidate. This "story telling practice" is an important preparation tool to assist you in creating a natural flow to your stories so that the interviewer can focus on your potential benefit to the client.

7. **Present your behavioral-based responses** in a mock job interview.

Checklist

The job interview is the method employers use to decide whether to offer a candidate a position. Usually the candidate talks to one or more people (either singly or in groups) who have the authority to offer a position. To interview successfully, you need to prepare well, use social tact, perform well, ask questions, and understand the job offer.

Checklist

- Have you investigated the company and analyzed how you can contribute to it.
- What contributions can you make to the company?
- How do your specific skills and strengths fit into the company's activities or philosophy?
- Have you been yourself?
- Have you answered the questions asked?
- Have you been honest?
- Have your answers provided the STAR methods of situation or task, action, and result?