

## Behavioral Event Interview Script and Notetaker

### Script

#### Warm-up:

1. Personal introductions. (5 minutes)
2. “Tell us more about your experience this year. What activities have been most satisfying? Why?” [These are just warm-up questions, intended to be light, not in-depth.] (5 minutes.)

Wrap up: “That’s all great to know! Now, let’s get you to tell us even more about yourself.”

**Structured Interview Question:** “For the rest of the time, we are going to ask you a structured question about your past experiences.”

- \* **“We want to understand in detail how you do your work, especially when you have felt successful or challenged.”** (If interviewing college or graduate students, add: You may tell us about your work in summer, part-time, or volunteer positions, not just full-time work.)
- \* **“We want you to describe past events in great detail**—almost as if you have a video camera on your shoulder and are showing us exactly what happened.
- \* “When we ask you the first question, you’ll take a minute to **think of the very best story you have to tell us** that matches the question. Then you’ll give us **a headline summary and three to five major highlights**. This format helps us follow your story better and get us back on track after we ask questions.
- \* **“At different points, I or my teammates will interrupt you to ask for more detail.** Sorry in advance for that! We want to learn as much about you as we can, so we have to probe.
- \* **“We ask that you seriously consider your individual accomplishments and do not hesitate to brag.** We know that is sometimes hard to do, but we need you to **make “I” statements** and talk about your specific role.
- \* “As you **share the specifics of each past event**, please be sure to **share how you were feeling and the thoughts that you had** at that time.
- \* **“So, let’s get started on the first question.”**

**Question:** [Insert competency question]

- \* **“Take a minute to think about it.**
- \* **“The first thing I need is a ‘headline’ summary,** so we know what the story is about, including what the outcome was. Think of it like a headline in a newspaper—*very* short.
- \* **“Then, I will need you to tell us three to five major highlights** or situations that occurred during your story, in order, including how it got started and the conclusion. Take a minute or two to think and write down your headline and major highlights.” (Wait 1 minute.)
- \* **“OK, are you ready with your headline?”** (record) **“How about your three to five highlights?”** (Write down the highlights of their story in order, perhaps drawing little boxes or a list of the key milestones at the top of your notes page)
- \* **“OK, great. Now take me back to the beginning.** Walk me through step by step what you did, said, and thought at the time, and how others responded.”
- \* Probe repeatedly, asking such questions as: What did you do next? What were you thinking at the time? What were you feeling at the time? What did you say? If interviewee talks hypothetically about what he/she *would* say, interrupt to ask what he/she was *actually* thinking *during this time*. If interviewee says “we,” ask “who is we?”
- \* Only score behaviors/thoughts/feelings that occurred **at the time of the past event**, and that the **interviewee had**, not teammates.

**Closing:** “Do you have any questions we could answer?” (10 minutes) “Thank you so much for your time today! These were great stories. We will be in contact by [insert date] with next steps and hiring decisions.”

### Behavioral Event Interview Notes

Candidate Name	Interviewer	Date
<b>Competency Question #1:</b>		
<b>Notes</b>		
<b>Overview of Story/Headline Summary:</b>		
<b>Overview of Incident (3–6 key milestones, start-middle-end):</b>		
1.		

***Details about Incident:***

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