

Experiences Documentation

The best way to prepare for behavioral interviews is to organize and communicate your experiences in an effective manner. It is best to keep track of your experience while you are doing them. As you fill in this template keep in mind the [STAR acronym](#) and common behavioral questions.

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Common Behavior Questions

Keep these questions in mind as you document your experiences. Your challenges/conflict - growth should reflect them.

- Tell me about yourself
- What is your greatest strength?
- What is your greatest weakness?
- Why should we hire you?
- Why do you want to work at xxx company?
 - Tie one of your experiences into their values/mission statement
- Tell me about a time you overcame a significant obstacle, and how you were able to overcome it.
- Tell me about a time that you faced a conflict in a group setting, and how you dealt with it.
 - Tell me about a time when you had to work as part of a team to achieve a goal. What was your role, and how did the team succeed?
 - Tell me about a situation where you had to collaborate with colleagues from different backgrounds or departments. How did you ensure effective teamwork?
- Tell me about a time you learned a new skill, and how you applied it.
- Describe a time when you saw a problem and took the initiative to correct it.
- Describe a time when you faced failure
- Describe a situation where you faced a tight deadline. How did you prioritize tasks and meet the deadline?
- Tell me about a time when you had to adapt to a significant change at work. How did you handle the transition?
- Give an example of a project or task that didn't go as planned. How did you address the challenges and what did you learn?
- Tell me about a difficult decision you had to make at work. How did you arrive at your decision, and what were the outcomes?
- Describe a time when you had to take on a leadership role or initiative. How did you motivate and guide your team?
- Can you share an example of a time when you had to multitask and manage competing priorities effectively?
- Can you share an example of a time when you had to persuade others to support your ideas or solutions? How did you convince them?
- Describe a time when you had to provide constructive feedback to a colleague or classmate. How did you deliver the feedback, and what were the results?
- Tell me about a project or achievement you are particularly proud of. What challenges did you face, and how did you overcome them?

- Tell me about a time when you took initiative or went above and beyond your job description. What did you do, and why?
- Describe a time when you had to deal with a challenging supervisor or manager. How did you manage the relationship?
- Give an example of a time when you worked on a long-term project. How did you stay motivated and focused throughout the project?

Experience 1

Start Date:

End Date:

Resume keywords + metrics

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#1: Challenge + Conflicts → your growth

- Situation:
- Task:
- Action:
- Result:

#2: Challenges + Conflicts → your growth

- Situation:
- Task:
- Action:
- Result:

Leadership

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Misc

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Experience 2

Start Date:

End Date:

Resume keywords + metrics

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#1: Challenge + Conflicts → your growth

- Situation:
- Task:
- Action:
- Result:

#2: Challenges + Conflicts → your growth

- Situation:
- Task:
- Action:
- Result:

Leadership

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Misc

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