



Interview Worksheet

The Company: visit the company’s website and take notes. Type the company’s name into a search engine and review their social media, recent articles, etc. for interesting facts.

The Boss – find the person(s) you are interviewing with as well as the company’s CEO or president on LinkedIn or the company website. Review their profiles and then use a search engine to learn more about them.

The Position – look at the job listing and go through each individual requirement and jot down at least one scenario where you demonstrated each required skill.

Know Yourself

Knowledge (Education, Training, Coursework)

Experience (Jobs, Activities, Accomplishments)

Skills (Hard Skills, Technical Skills)

Personal Traits (Soft Skills, Personality)

Goals (What are your plans for the future? Why did you choose this field?)

Behavioral Interview Questions

This type of question seeks to see how you would react in a given situation. Many times they will start with *“Tell me about a time when...”* or *“Give me an example of when...”*

You can answer the questions using the STAR Method:

S = SITUATION: Describe the **SITUATION** you were in

T = TASK: Explain the **TASK** you needed to accomplish

A = ACTION: Describe the **ACTION** you took

R = RESULT: Explain the **RESULTS** of your actions

Example:

Tell me about a time when you had to deal with a difficult customer.

Situation: When I was working at Applebee’s we had an angry customer who threw food on the counter ...

Task: In order to address the issue and diffuse the situation ...

Action: I calmly assured her that I was on her side ...

Result: The customer calmed down and became a repeat customer.



CAREER CENTER

The University of Alabama at Birmingham

Interview Skills

Tell Me About Yourself

Present: Where are you right now professionally?

Past: What have you done in the past that qualifies you for this job? What makes you stand out from everyone else?

Future: What are you looking forward to doing? Talk about your career goals and how this job fits into these goals.

Behavioral Interview Questions

1. Give me an example of a time when you set a goal and were able to meet it.
2. Tell me about a challenge that you faced at work and how you were able to overcome it.
3. Tell me about a time you took initiative to do something that needed to be done, even though it wasn't really your responsibility.

What Stories Do You Want to Tell?

Based on the Skills and Experience in the job description, think of 3 stories you want to tell:

1)

2)

3)