

Interview Q & A	Behavior-Based Interviewing
<p>Following are common interview questions and suggestions on how to respond to them.</p> <p><i>Tell me a little bit about yourself.</i> This is an open-ended question usually asked to help “break the ice.” The key thing to remember is to keep your response related to the job. Be specific and don’t ramble. Your answer should be about 2 minutes in length.</p> <p><i>Why are you interested in working for this organization?</i> This will show the employer if you have done your homework. Be specific and state how what you have learned about the organization through your research relates to your career goals.</p> <p><i>Why have you chosen this particular field?</i> This allows you to demonstrate your enthusiasm and dedication to your field.</p> <p><i>Describe your best/worst boss.</i> Be positive. Speak about your best boss if possible. If pressed to speak about your worst boss, try to put a positive spin on it. For instance, “I had a supervisor who was often very vague. However, because of this, I learned the value of good communication.”</p> <p><i>What is your major strength/weakness?</i> Your major strength should be easy, but be sure it is directly related to the position. As for your major weakness, again, put a positive spin on it. For instance, “I tend to be nervous around my supervisors, although I’ve gained more confidence in that area since my last job where my supervisors encouraged me to ask questions.”</p> <p><i>Give me an example of a problem you encountered either in school or at work, and explain how you solved it.</i> Be logical. State the problem and then illustrate the step-by-step procedure you used to correct it.</p> <p><i>Where do you see yourself in three years?</i> Tell the interviewer that you hope to be with the company in whatever capacity you can make the greatest contribution, based on the skills and experiences you’ve gained over the course of the preceding three years.</p> <p><i>Describe an experience in which you worked as part of a team.</i> Being able to contribute to and lead a team are very important qualities. Give this situation serious consideration and develop answers for both situations.</p> <p><i>If you could be an animal, which would it be and why?</i> This is not a trick question. You may be asked questions that seem ridiculous or out of place. The interviewer is trying to see if you can think on your feet.</p> <p><i>What was the last book you read?</i> This is intended to see if you remain current in your field and/or read for self improvement. Think of (and read) a book that relates to your business or contributes to your personal growth.</p> <p><i>Do you have any questions for me?</i> This is a question you can always anticipate. Moreover, as a result of your research, you should always have several good job and/or company specific questions to ask. Again, it shows you are prepared.</p>	<p>Among HR professionals across the country, behavior-based interviewing (BBI) is one of the fastest growing interviewing methods. Based on the premise that an applicant’s past behavior will predict how he or she will respond in similar situations in the future, BBI focuses on determining how you, the interviewee, have actively applied your skills. The recruiter is looking for proof that you can demonstrate the described capabilities in the real world.</p> <p>Typically, campus recruiters ask general questions about previous job or activities, future goals, grades, classes, and the like (see “Interview Q&A,” left). Although such questions are part of the behavior-based interview, most of the recruiter’s questions will be designed to elicit detailed descriptions from you on how you handled yourself in certain situations. BBI challenges you to recall (in detail) what you did, thought, and felt in key situations as if you were reliving them. This allows the recruiter to see the whole picture– your thought process, decision-making skills, and emotional state– as well as the results of your actions. It is a very effective interviewing technique.</p> <p>So, how should you handle the BBI? You will be expected to give detailed, but focused, descriptions of actual circumstances. Expect to think– often in painstaking detail– under pressure. Take your time in formulating your response. The interviewer will understand and allow you to gather your thoughts. In your response, be thorough, yet direct. Describe an overview of the situation, the action you took, and the results.</p> <p>Perhaps the best way to prepare for the BBI is to familiarize yourself with the types of questions you may be asked. Below are some questions commonly asked in the behavior-based interview:</p> <ul style="list-style-type: none"> ▪ Describe a creative/innovative idea that you produced which led to a significant contribution to the success of an activity or project. ▪ Think of a situation where you distrusted a co-worker/supervisor, resulting in tension between you. What step did you take to improve the relationship? ▪ What was the most complex assignment you have had? What was your role? ▪ Provide an example of how you acquired a technical skill and converted it into a practical application. ▪ By providing examples, demonstrate that you can adapt to a wide variety of people, situations, and/or environments. ▪ Tell me about a suggestion you made to improve the way job processes/operations worked. What was the result? ▪ What are three effective leadership qualities you think are important? How have you demonstrated these qualities in your past/current situation? ▪ Give me a specific example of a time when you did not meet a deadline. How did you handle the subsequent situation?

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