

Preparing for Behavior-Based Interviews

Here's a good way to prepare for behavior-based interviews:

- Identify six to eight examples from your past experience where you demonstrated top behaviors and skills that employers typically seek. Think in terms of examples that will exploit your top selling points.
- Half your examples should be totally positive, such as accomplishments or meeting goals.
- The other half should be situations that started out negatively but either ended positively or you made the best of the outcome.
- Vary your examples; don't take them all from just one area of your life.
- Use fairly recent examples. If you're a college student, examples from high school may be too long ago. Accenture, in fact, specifies that candidates give examples of behaviors demonstrated within the last year.

Here's a list of typical behaviors that employers might be trying to get at from job-seekers in a behavior-based interview.

Desired Behaviors:

- Adaptability
- Attention to Detail
- Communication-Written
- Decisiveness
- Development of Subordinates
- Entrepreneurial
- Insight
- Financial Analytical
- Impact
- Initiative
- Integrity
- Leadership/Influence
- Motivation
- Organizational
- Sensitivity
- Planning and Organizing
- Presentation Skills
- Rapport Building
- Risk Taking
- Sales Ability/Persuasiveness
- Strategic Analysis
- Technical/Professional Knowledge
- Tenacity
- Work Standards
- Analysis
- Communication - Oral
- Control
- Delegation
- Energy
- Equipment Operation
- Fact Finding-Oral
- Flexibility
- Independence
- Innovation
- Judgment
- Listening
- Negotiation
- Participative
- Management
- Practical Learning
- Process Operation
- Resilience
- Safety Awareness
- Sensitivity
- Teamwork
- Technical/Professional Proficiency
- Training

Taken from Quintessential Careers (www.quintcareers.com) article by Katharine Hansen, Ph.D