



# career guide

## behavioral interview worksheet

ASU Career Services offers a comprehensive on-line Career Guide designed to help you evaluate career options, learn about internships and launch your career. The Career Guide includes detailed information about cover letters and resumes, interviewing, business etiquette, portfolios, graduate school admission processes, effective job and internship search strategies and more. Visit the Career Guide at [asu.edu/careerguide](http://asu.edu/careerguide).

### The Key to the Behavioral Interview

Employers will generally ask behavioral interview questions from approximately ten different categories. Your job, prior to the interview, is to think about specific situations from your past that fall into these ten categories. Use varied examples to cover aspects of your education, work experiences and involvement. Consider specific experiences from your past that will likely address the interviewer's behavioral questions. Be specific and on point. Complete this worksheet by using the STAR technique, which is explained in Module III of the Career Guide, to highlight relevant examples from your past in each behavioral category.

#### Leadership

Situation:

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Task:

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Action:

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Result:

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#### Teamwork

Situation:

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Task:

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Action:

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Result:

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#### Conflict

Situation:

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Task:

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Action:

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Result:

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#### Perserverance

Situation:

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Task:

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Action:

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Result:

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**Time Management**

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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**Goal Setting**

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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**Problem Solving**

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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**Organization**

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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**Changing Direction**

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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**Success**

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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