

Tips for Using / Completing the Behavioral Interview Grid

Most interviews contain some degree of Behavioral Interviewing which is based on the premise that past behavior is the best indicator of future behavior. Use the grid below to capture and recall details about your past experience in terms an interviewer can relate to.

- 1) On a separate piece of paper (not the Grid), make brief notes about each of the following:
 - Projects you took part in
 - Groups you worked with
 - Your key skills, strengths and abilities
 - Specific moments in the last 18 months of your work experience which are poignant because of their impact on you or your impact on them
 - Specific moments in the MBA program which are poignant because of their impact on you or your impact on them
 - Make certain the key bullets in your resume are included in these notes

- 2) Beside each of the notes from above, write the 2 - 3 key 'behaviors' which it best represents:
 - Initiative
 - Innovation
 - Leadership
 - Working with Others / Team
 - Critical Thinking
 - Communication
 - Problem Solving
 - Overcoming Obstacles
 - Creativity
 - Dealing with Ambiguity
 - Flexibility

- 3) Practice explaining each note out loud (to yourself is fine) in no more than 45 - 60 seconds with the following detail:
 - Your employer and position at the time
 - A very high level overview of the situation (event or circumstance)
 - *Your* role within the situation
 - The 3 - 5 key events (calls, meetings, presentations, etc.) that took place in which you show cased the specific behavior
 - The outcome of *your* impact on the situation

- 4) Use two or three key words to remember each note and write them on the grid.

- 5) *Don't* memorize the grid. Instead, become VERY familiar and comfortable repeating the high level and low level details it references.

- 6) Your 'stories' will serve you well in interviews, company presentations, conversations, letters, emails, voice mails, etc.

Behavioral Interview Preparation Grid

		Initiative	Leadership	Critical Thinking/Problem Solving	Creativity / Innovation	Working with Others / Teams	Communication	Overcoming Obstacles / Flexibility	Dealing with Ambiguity
Story 1	Work Situation / Events								
	Action I Took								
	Impact on Results / Outcome								
Story 2	Work Situation / Events								
	Action I Took								
	Impact on Results / Outcome								
Story 3	Work Situation / Events								
	Action I Took								
	Impact on Results / Outcome								

Hint: This Grid will help you recall key events and situations. Use them in interviews, conversations, presentations, or letters. Practice out loud (even alone) so your 'stories' sound compelling. DON'T fabricate them!!