

Behavior Job Interview Prep Worksheet

Behavioral interviews focus on real past experiences to predict future performance. Instead of hypotheticals, you're asked to share specific examples that show how you handled situations. A simple way to stay clear and structured is the **STAR method**:

S – Situation: Briefly set the scene. What was going on?

T – Task: What were you responsible for? What needed to get done?

A – Action: What steps did you take? Focus on what you did.

R – Result: How did it turn out? What was the outcome or impact?

Use the questions below to reflect on your past experiences and think through how you might respond. Consider real examples that highlight how you handled challenges and achieved results, and use the STAR method to organize your thoughts clearly.

Problem-Solving & Decision Making

- Tell me about a time you had to make a quick decision under pressure.
- Describe a complex problem you faced and how you went about solving it.
- Give an example of a time you failed. What happened, and what did you learn?

Teamwork & Collaboration

- Give an example of a time you worked with someone whose personality was different from yours.
- Describe a situation where you had a conflict with a coworker. How did you resolve it?
- Describe a time when you had to step up and demonstrate leadership skills.

Initiative & Ownership

- Tell me about a time you saw a problem and took the initiative to correct it.
- Describe a professional achievement you are most proud of.
- Tell me about a time when you went above and beyond what was expected of you.

Adaptability & Time Management

- Describe a time when your workload was overwhelming. How did you prioritize your time?
- Tell me about a time when your company was undergoing a major change. How did you adapt?
- Give an example of a time an unexpected problem derailed your planning. How did you recover?

Now that you understand the STAR method, choose one of the questions above and use the tables below to map out your responses. Each section - Situation, Task, Action, and Result - gives you space to organize your thoughts and practice telling a clear, structured story.

Problem-Solving & Decision Making

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Teamwork & Collaboration

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Initiative & Ownership

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Adaptability & Time Management

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