**BEHAVIORAL EVENT INTERVIEW SHEET**

NAME OF APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE/SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF INTERVIEW: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**KEY BACKGROUND REVIEW QUESTIONS**

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| **EDUCATIONAL BACKGROUND** | | | |
| Give me an example of an important educational background, including those related to yourcareer goal, which you set yourself and tell me how you achieved it.  What obstacles did you encounter? How did you overcome the obstacles? | | | |
| **WORK EXPERIENCE** | | | |
| Recall a specific experience that has been the most stressful situation you have in at work.  How did you handle it? | | | |
| **TRAINING** | | | |
| Cite some specific steps you did to grow professionally and competitively.  What was the outcome? | | | |
| **INTERVIEW GUIDE QUESTIONS** | | | |
| **WORK COMPETENCY** | | Exhibits situational examples of times in the past when performing a particulartask or achieved a particular outcome/s using [key work competencies](https://www.wikijob.co.uk/wiki/key-competencies). | |
| **LOCATION FIT** | | Demonstrates adaptiveness to job location in a wide variety of people and situations. | |
| **JOB/ORGANIZATION FIT** | | Exhibits a good match to [workplace culture and environment](http://humanresources.about.com/od/employeebenefits/fl/how-to-create-a-workplace-culture-of-wellness.htm)in order to achieve positive organizational outcome. | |
| **PLANNED BEHAVIORAL QUESTIONS** | | | |
| * Describe a time when you were faced with a stressful situation that demonstrated your coping skills. * Give me a specific example when you used good judgment and logic in solving a problem. * Tell me about a situation when you had to go above and beyond the call of duty in order to get a job done. | | | |
| **FIT QUESTIONS** | | | |
| * Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa). * What is the most difficult decision you’ve ever had to make at work? How did you arrive at your decision? What was the result? * Describe a situation in which you recognized a potential problem as an opportunity. What did you do? What was the result? What, if anything, do you wish you had done differently? | | | |
| **DOCUMENTATION** | | | |
| **SITUATION/S /TASK/S** | **ACTION/S** | | **RESULT/S** |
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| **PROBING QUESTIONS TO FILL IN MISSING INFORMATION** | | | |
| **FOR SITUATION/S/TASK/S** | **FOR ACTION/S** | | **FOR RESULT/S** |
| Give me a specific example when you… | What were the steps undertaken… | | Cite the results of your actions… |
| Tell me a time when you had… | Describe the specific actions undertaken… | | What happened… |
| Describe a situation when… | How were you able to achieve the result… | | What was the result… |

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