

Behavioural Questions Worksheet

Use this worksheet to prepare your answers to behavioural questions you may be asked in a job interview. Take preparation in four steps.

Step 1: Soft Skills Required

Review the job description to identify the **soft skills** or **job competencies** important to the position you are interviewing for.

Position Title	
Soft Skills/ Job Competencies Required	

Step 2: Examples

Think of examples from a former job, an internship, a group project or a voluntary activity that can illustrate your possession of the target skills.

Step 3: STAR Stories

Develop your responses using the **STAR** method as below:

- Situation:** Put your story in context
- Tasks:** Describe what needed to be done
- Actions:** Explain your specific actions
- Results:** Highlight the results, such as outcomes, accomplishments

Soft Skill	
Situation	
Tasks	

Actions	
Results	

Step 4: Practice

Practise answering the behavioural questions relating to the skills or competencies needed in the position. Questions below are provided as examples while the questions asked by the employer during an interview may be different.

	S	T	A	R
Attention to Detail Tell me about a task/ project that demanded much of your attention to detail.				
Creativity/Innovativeness Tell me about the most creative/innovative project you have worked on.				
Leadership Tell me about a time that you took the lead on a challenging project.				
Initiative Tell me about a project or task you started on your own.				
Problem Solving Tell me about a time when you came up with a new approach to a problem.				
Teamwork Tell me about a rewarding team experience.				