



***Behavioral Interviewing –  
Strategy for Answering Behaviorally-Based Questions***

<b>Situation or Task</b>	Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.
<b>Action you took</b>	Describe the action you took and the thought processes that helped you make decisions toward that action. Even if you are discussing a group project or effort, describe what you did -- not the efforts of the team. Don't tell what you might have done; tell what you did.
<b>Results you achieved</b>	What happened? How did the event end? What did you accomplish? What did you learn?