

Interview Example Development Worksheet

Maintenance

- You maintained equipment.
- Required you to overcome an obstacle.
- Demonstrates your knowledge.
- Details a significant accomplishment.

Example:

Situation:

Task:

Actions:

Results:

Troubleshooting

- You troubleshooted and repaired equipment.
- Required you to overcome an obstacle.
- Demonstrates your knowledge.
- Details a significant accomplishment.

Example:

Situation:

Task:

Actions:

Results:

Problem Solving

- Set the stage and clearly define the problem
- Focus on what *you* did, even if part of a team – explain your thought process within the problem
- What was the result of solving the problem?

Problem: _____

Situation: _____

Task: _____

Actions: _____

Results: _____

Improving Performance

- Do not criticize or talk down. Focus on your people skills.
- Quantify if possible to show performance before and after your actions.

Poor Performer: _____

Situation: _____

Task: _____

Actions: _____

Results: _____

Significant Achievement

- Occurred over an extended period of time.
- Demonstrates your ability to learn new skills and use resources effectively.
- Is NOT something that numerous other applicants have done (graduating, getting married, etc).

Achievement: _____

Situation: _____

Task: _____

Actions: _____

Results: _____

Process Improvement

- Examples where you recognized an inefficiency
- Systems that you created or actions that you took to improve this inefficiency
- Is the new process still being used? Do you have a measure of effectiveness?

Process: _____

Situation: _____

Task: _____

Actions: _____

Results: _____

Sold an Idea / Influenced Others

- Try to show your understanding of the sales process in your answer. Not just jamming your idea down someone's throat. Show that you first sought to understand the problem and what the decision maker wanted or needed and then developed a solution to meet those needs. Explain the benefits your solution delivered.

Sold Idea: _____

Situation: _____

Task: _____

Actions: _____

Results: _____

Strengths

- What are your strengths and how have you used them in your career?
- Demonstrate how your strengths were effective with an example.
- Relate to the position.

Strength: _____

Situation: _____

Task: _____

Actions: _____

Results: _____

Weakness

- An ongoing challenge you have worked to overcome (through training, planning, controls, etc.)
- The Actions are the steps you took to improve upon your weakness.

Weakness: _____

Situation: _____

Task: _____

Actions: _____

Results: _____

Failure

- Not mission critical or with severe consequences
- Own up to it
- What did you learn from the situation? How have you used the lessons learned to be successful since?

Failure: _____

Situation: _____

Task: _____

Actions: _____

Results: _____

Dealing with Conflict with a Peer or between Subordinates

- Do not speak negatively. Focus on people skills.
- When / How did you deal with it?
- What did you learn from the situation?

Conflict: _____

Situation: _____

Task: _____

Actions: _____

Results: _____

Dealing with Conflict with a Supervisor

- Do not speak negatively. Focus on people skills.
- What did you learn from the situation? Did you still accomplish the mission?

Conflict: _____

Situation: _____

Task: _____

Actions: _____

Results: _____