# Career Readiness Competencies & Interview Questions

Example behavioral interview questions to practice the STAR method.

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<tr>
<th>Competency</th>
<th>Definition</th>
<th>Examples of Behavioral Interview Questions</th>
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| **Critical Thinking/Problem Solving** | Practice sound reasoning and analytical skills to make decisions and overcome problems | - Give an example of a time you used good judgment and logic to solve a problem.  
- Tell me about a situation where you had to deal with an upset customer, co-worker or group member.  
- Tell me about a difficult decision you have had to make and the reasoning you used to make the decision.  
- Tell me about a time when you worked in a situation where rules or guidelines were not explicit. How did you accomplish the task and what guided your decision making process? |
| **Oral/Written Communications** | Articulate thoughts and ideas clearly to a variety of audiences and employ effective public speaking skills | - Describe a time in which you were able to influence someone’s opinion.  
- Tell me about a time when you successfully delivered a presentation. What made it successful?  
- Discuss an effective written document or report you completed. What made it effective and why are you particularly proud of it?  
- Tell me about a time when you did not communicate well. What did you learn from it? |
| **Teamwork/Collaboration** | Build collaborative relationships with coworkers and be able to work well in a team environment | - Tell me about a time when you successfully built and maintained a relationship with a coworker or client. What were your strategies?  
- Describe how you have contributed to an organization’s or employer’s mission.  
- Tell me about a time when you worked on a team. What was your role and impact on the team? |
| **Digital Technology** | Leverage existing digital technologies ethically and efficiently to complete tasks; demonstrate effective adaptability to new technologies | - Describe a challenge you had in solving a technical or software related problem. What were your steps and what was the outcome?  
- Tell me about a time when you sought to develop technical skills with a software or tool. What was your learning process?  
- Provide an example of a time when you had to change how you work and adapt to a new technology.  
- Have you ever had to introduce a new process or technology to a group of people? If so, please explain your method. |

Adapted from the NACE Career Readiness Competencies
<table>
<thead>
<tr>
<th>Leadership</th>
<th>Utilize the strengths of others to achieve common goals; use interpersonal skills to develop and motivate others</th>
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<td>- Give an example of a time you showed initiative and took the lead on a project.</td>
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<td>- Give an example of a time when you motivated others.</td>
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<td></td>
<td>- Tell me about a time when you delegated tasks to others.</td>
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<td>How did you decide what to delegate to different individuals?</td>
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<tr>
<th>Professionalism/Work Ethic</th>
<th>Exhibit effective work habits such as punctuality, working productively, personal accountability, integrity, and ethical behavior</th>
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<td>- Give an example of a time you set a goal and the steps you took to achieve it.</td>
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<td>- Tell me about a time when you went above and beyond to get the job done.</td>
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<td>- Tell me about a time when you had several obligations and had to prioritize your time. How did you decide what to prioritize?</td>
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<tr>
<td></td>
<td>Were you successful?</td>
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<td></td>
<td>- Give an example of a time when you tried to accomplish something and failed. How did you handle the situation?</td>
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<tr>
<th>Career Management</th>
<th>Identify skills, strengths, knowledge, experiences, and areas of growth related to career goals; navigate job options and pursue opportunities</th>
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<td>- Tell me about a time when you have received feedback from others. What did you learn and how have you utilized it?</td>
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<td>- Give an example of a time when you have acted with integrity in a job or organization.</td>
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<td>- What have you done during your time in college to become better prepared for your career?</td>
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<td>- Tell me about a professional accomplishment you are proud of.</td>
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<th>Global/Intercultural Fluency</th>
<th>Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people; understand individuals’ differences</th>
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<td>- Tell me about a time when you recognized and overcame your own biases.</td>
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<td>- Give me an example of a time when you have worked with people who have different beliefs and values than you.</td>
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<td>- Give an example of a time when you showed inclusivity of others.</td>
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