Career Readiness Competencies & Interview Questions

Example behavioral interview questions to practice the STAR method.

Competency	Definition	Examples of Behavioral Interview Questions
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

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

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