### Career Readiness Competencies & Interview Questions

Example behavioral interview questions to practice the STAR method.

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<th>Competency</th>
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| Critical Thinking| Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information | - 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? |
| Communication    | Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization | - 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         | Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities. | - 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? |
| Technology       | Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals | - 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**              | Recognize and capitalize on personal and team strengths to achieve organizational goals               | - 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**         | Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace | - 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 & Self Development** | Develop oneself and one's career through continual personal and professional learning, awareness of strengths and weaknesses, navigation of career opportunities, and building relationships | - 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. |
| **Equity & Inclusion**      | Demonstrate the awareness, attitude, knowledge, and skills required to equitably include people from different cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism | - 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. |