

BEHAVIORAL BASED INTERVIEW GUIDE

The Idaho Transportation Department (ITD) utilizes the behavioral based interviewing style to focus on how a candidate performed in specific work related situations. This type of interview is based on the idea that the best way to predict future performance is to examine past performance in a similar situation.

Behavioral based interviews are designed to assess the candidate's proficiency in job related competencies that are specific to the position. Predetermined competencies required for a position *may* include: decision making, problem solving, leadership, interpersonal skills, planning and organization, communication, critical thinking and team building skills. This style of interviewing requires candidates to respond with examples of when they have demonstrated the predetermined competencies needed for the job.

How do I prepare for the behavioral interview?

It is often difficult to think of good examples within the time constraints and stressful context of a job interview. Reviewing the following tips can assist you in preparing for a behavioral interview.

- Visit ITD's website at www.itd.idaho.gov. Knowing what the organization is all about and what it is looking for sets the foundation to start preparing for the interview.
- Review the job announcement to identify the competencies the position requires. You can find all job announcements for which you have applied for by logging into [DHR Job Seekers](#) and clicking on "My Account". You can also review the alphabetical list of state job descriptions by clicking on "Job Descriptions".
- Review your resume and/or employment history or if you have little work experience, think of school projects or volunteer work or extracurricular activities in which you have participated. Think back on where and when you utilized these (or similar) competencies in previous positions.
- Don't forget to review your past accomplishments and challenges so that they are fresh in your mind and can be used to summarize your response.

At the interview:

- Don't assume that you will be able to recall every position you have held in the past. Bring your resume to the interview and ask the interview panel if you may use it as a reference while responding to the questions.
- Listen carefully to the questions you are asked in the interview and if needed, ask the panel to repeat the question.
- Remember to answer behavioral based questions with an explanation of the situation, the specific action you took and the result of your action. If you do not have a work-related response or you have little work experience, think about a school-related activity or volunteer work etc. Be careful not to answer every question with a personal example.
- Answer each interview question with a detailed, appropriate and specific example to showcase your achievements. Outline the actions and steps that you took in the situation. It is important to focus on what you did as an individual.
- Put together two or three points about yourself that you want the interviewer to remember you by.
- Prepare questions to ask the interviewer depending on what you need to know. Remember that you are also assessing whether this organization and the position are a good fit for you. There is no set amount but there may be sufficient time allotted for two or three questions. Prioritize your questions based on the interview situation and that show your interest in the organization. You may ask for additional clarification if some of your questions are answered during the course of the interview.

Preparation is the key to feeling comfortable and confident in the interview. Looking back, preparing for the interview may be the most valuable and lasting part of the interviewing process.