

Behavioral Interview Cheat Sheet

Purpose

Get you ready to crush behavioral interviews.

Overview

The rules of behavioral interviews (i.e. “Tell me about a time when...”)

1. Never tell a story you haven’t practiced
2. Select your stories carefully, and in advance
3. Always tell your highest impact stories, find a way to weave them in
4. Clearly articulate the Situation, Action, and Result
5. Keep it succinct, don’t let time run away
6. Have a playbook so you can quickly select the best stories during an interview

The Stories

Write down your top career stories when you led a team, built something, launched something, turned a bad situation around, or generally took action to have a meaningful impact. For each story, separately describe the Situation, Action, and Result.

Story	Situation	Action	Result
Story 1			

Story 2			
Story 3			

The Matrix

Write down behavioral interview questions. I have pre-populated this with many common examples. [This article from Indeed](#) highlights a number of others. Then put your stories in the columns across the top and mark which stories are good to use for each of the questions. During your interview, you will be ready to select from examples where you can crisply describe the Situation, Action, and Result in a short amount of time and make an awesome impression.

Question/Theme	Story 1	Story 2			
Demonstrated leadership					
Handled a conflict					
Met a deadline					
Learned from a mistake					
Dealt with a setback					
Most meaningful accomplishment					