



NOTRE DAME
OF MARYLAND
UNIVERSITY

1895

CAREER CENTER

MEANING MAKING: NDMU Experiences



INTERVIEW TIPS:

Behavioral Interview Prompts

Soft skills are evaluated in one-way video interviews with questions about specific situations. Some examples around are:

- » Teamwork: Working with others usually involves some give and take. Describe a time when you worked out an agreement with a peer or team member.
- » Agility: Describe a time when you consented to a team decision, even though you had personal reservations.
- » Drive: What are your standards of success in school? Describe a time trying to meet those standards?

S.O.A.R.T. Method

You can use the S.O.A.R.T. framework to structure a story to behavioral interview questions.

- » Describe the context and background for a **situation** that's relevant to the question. Explain the task that you were presented with. What was the goal?
- » What were the **obstacles** to completing it?
- » Outline specific **actions** you took. How were you engaged in them? What skills/knowledge did you use?
- » Share the **results**. What was the outcome?
- » What are the **takeaways**? Summarize the strengths or interests of yours that manifested?

The Arc of a Story



NON-ACADEMIC EXPERIENCES

Your Role Experience

Working in the service functions at NDMU campus has exposed you to a diverse community while delivering outstanding service to patrons. You demonstrated the ability to be a fast learner who can think on your feet, proactively seek solutions to problems you recognize, be able to communicate instructions, and maintain a positive and professional attitude. Why did you pursue this role? What did you hope to learn?

Transferable/Soft Skills

The following are skills that employers say new graduates need to be successful in the world of work: Critical Thinking/Problem-Solving, Self-Development, Oral/Written Communications, Professionalism/Work Ethic, Inter-cultural Fluency, Digital Technology, Teamwork/Collaboration, and Leadership. Consider which ones are most applicable to this role and how you can connect them to your desired job/career.

Your Stories

Create prompts for stories you would tell employers. Use one-sentence summaries to describe peak moments, insights, or incidents from the role that were significant to you. Recounting stories for one-way video interviews will improve your self-representation on these recruiting tools. In interviews you can improve your responses by being specific, succinct, and symbolic by using metaphors.