Austin Peay State University
CLARKSVILLE TENNESSEE
Career Success Center

# CAREER READINESS COMPETENCIES & BEHAVIORAL INTERVIEW QUESTIONS

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| **Career & Self-Development** | Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization. | • Tell me about a time when you have recieved feedback from others. What did you learn and how have you utilized it?<br>• Give an example of a time when you have acted with integrity in a job or organization.<br>• What have you done during your time in college to become better prepared for your career?<br>• Tell me about a professional accomplishment you are proud of. |
| **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.<br>• Tell me about a time when you successfully delivered a presentation; what made it successful?<br>• Discuss an effective written document or report you completed; what made it successful?<br>• Discuss an effective written document or report you completed; what made it effective and why are you particularly proud of it? |
| **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 when you used good judgement and logic to solve a problem.<br>• Tell me about a situation where you had to deal with an upset customer, co-worker, or group member.<br>• Tell me about a difficult decision you have had to make and the reasoning you used to make the decision.<br>• Tell me about a time when you did not communicate well. What did you learn from it? |
| **Leadership** | Recognize and capitalize on personal and team strengths to achieve organizational goals. | • Give me an example of a time you showed initiative and took the lead on a project.<br>• Give an example of a time when you motivated others.<br>• Tell me about a time when you delegated tasks to others; how did you decide what to delegate to different individuals? |

*Adapted from the National Association of Colleges and Employers (NACE) Career Readiness Competencies.*



AP264/2-25/100

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| **Professionalism** | Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace. | • Give me an example of a time you set a goal and the steps you took to achieve it.<br>• Tell me about a time when you went above and beyond to get the job done.<br>• Tell me about a time when you had several obligations and had to prioritize. Were you successful?<br>• Give me an example of a time when you tried to accomplish something and failed. How did you handle the situation? |
| **Teamwork** | Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities. | • Give an example of a time when you used good judgement and logic to solve a problem.<br>• Tell me about a situation where you had to deal with an upset customer, co-worker, or group member.<br>• Tell me about a difficult decision you have had to make and the reasoning you used to make the decision.<br>• Tell me about a time when you did not communicate well. What did you learn from it? |
| **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?<br>• Tell me about a time when you sought to develop technical skills with a software or tool; what was your learning process?<br>• Provide an example of a time when you had to change how you work and adapt to a new technology.<br>• Have you ever had to introduce a new process or technology to a group of people? If so, please explain your method. |

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