

ACCOMPLISHMENT MEMORY JOGGER

This exercise is designed to help you better answer behavioral questions and provide evidence of skills when in an interview. Think of specific examples for some of these prompts, using the STAR formula (Situation, Task, Action, Result; see the Gonzaga CPD "STAR Formula" handout for more information.)

1. Describe a situation in which you solved a problem.
S-
T-
A-
R-

2. Give an example of something you created or built.
S-
T-
A-
R-

4. Explain how you showed leadership during a challenging situation.
S-
T-
A-
R-

5. Recount a time when you achieved a goal.
S-
T-
A-
R-

6. Describe how you discovered a need and met it.
S-
T-
A-
R-

9. What have you done to help others reach their goals?
S-
T-
A-
R-

10. List a time when you have saved time or money for a group or employer.

S-
T-
A-
R-

12. Recount a time that you failed and what you learned.

S-
T-
A-
R-

13. Recount a time when you were involved in a team effort that produced an outstanding result.

S-
T-
A-
R-

14. Explain a time when you had to work with someone you did not get along with.

S-
T-
A-
R-

15. Give an example of a time when you made sure a customer was pleased with your service.

S-
T-
A-
R-

16. Describe a time when you had to interact with a difficult client.

S-
T-
A-
R-

17. Recount a time when you had to think on your feet in order to delicately extricate yourself from a difficult or awkward situation.

S-
T-
A-
R-

This list of examples to prepare is not exhaustive, but can provide a good place to start when preparing for an interview. Make sure to think of other types of situations that might be relevant to the job you are interviewing for, and have examples for those as well.