

KEY QUALIFICATIONS	SITUATION	TASK	ACTION	RESULT
List below: skills/traits that are common as well as those unique to the role for which you are interviewing	What is the context of your experience? Tip: keep this very concise; too many details will bog down the answer	What was the specific challenge, project, or goal in this situation?	What was <i>your</i> role? What was important about your involvement? What specific actions did you take?	What was the outcome? What did you learn? Tip: be sure to describe how things improved for the key constituent in the situation
LEADERSHIP				
PROBLEM SOLVING CRITICAL THINKING				
COMMUNICATION / TEAMWORK				
TEAMWORK				
CREATIVITY				
INITIATIVE				