

10 Career Accomplishments

Behavioral interviewing is increasingly used by managers and companies as part of their hiring and selection process. Behavioral interviewing involves asking about how you handled various situations in previous positions, in the belief that past performance is the best indicator of future performance. Often when we're asked a question about our past, we find it difficult to remember and explain the situation in the moment, but can articulate it much better after some thought. So here's your chance to prepare for those questions, by thinking about and writing down your most significant accomplishments.

First, think about and write down the major accomplishments in your career.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

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Next, for each accomplishment, describe in one or two paragraphs, the situation, the actions you took, and the results of your actions. This will become the foundation for both your resume and your interviewing. Complete this for each of your accomplishments.

Accomplishment:

What was the situation?

What were the actions you took?

What were the results of your actions?
