



Tips, Tactics, & Strategies

Behavioral Questions and Virtual Interviews

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Ann L. Poritzky, MBA, CPRW*, CPBS**

*Certified Professional Resume Writer (CPRW)

**Certified Digital Branding Strategist (CDBS)

Jewish Council for Aging



Good News About Job Interviews

Employers/Recruiters

- ▶▶ Already believe you are qualified.
- ▶▶ Want to know if your résumé is a true reflection of you

You **NEED** to **Connect!**

More Good News About Job Interviews

Interviews are 2-Way

*“It’s important to remember that the interview is a **two-way process** and is your opportunity to find out whether you feel the role and the company **are right for you**.*

It also gives you the chance to impress by displaying your knowledge about the organization and asking intelligent questions...”

<https://www.personalcareermanagement.com/blog/job-interviews-its-a-two-way-street/> Retrieved 3.4.2025

Behavioral Interview Questions



Behavioral Interview Questions

▶▶ Tell me about a time when...

- ▶ You had a conflict with a co-worker
- ▶ You made a mistake that cost the organization money or time.
- ▶ You were assigned a big task when you had no training or experience
- ▶ You could not meet a deadline

Answers show recruiters and hiring managers how candidates responded to situations in the past and how they are likely to in the future.

Questions usually focus on the candidate and are usually not technical.

What Will Interviewers Ask?

▶▶ Frequent Behavioral Question Topics

- ▶ Conflicts with co-workers
- ▶ Teamwork
- ▶ Working under pressure
- ▶ Customer service
- ▶ Problem solving
- ▶ Adaptability
- ▶ Time Management
- ▶ And more

What Might Interviewers **ASK YOU?**

- ▶▶ Research organization or management's "pain points"
- ▶▶ Analyze job description and responsibilities
- ▶▶ Ask Chat GPT or other AI program to provide questions based on job description



Do not include identifying information in chat programs

Check Out Chat GPT

ChatGPT ▾

Here are some behavioral interview questions tailored for a Shipping Clerk position. These questions aim to assess the candidate's problem-solving skills, attention to detail, time management, and ability to work in a team:

1. Attention to Detail

- "Tell me about a time when you noticed an error in the shipping process. How did you catch it, and what steps did you take to correct it?"
- "Describe a situation where you had to carefully inspect products before shipping. How do you ensure accuracy during the packing process?"

Craft Your Answer

Stories are remembered up to 22 times more than facts alone!

Use these Steps

Decide the skill or experience you want to talk about.

Choose a Career Story that highlights your actions, skills, and experience dealing with what the interview asked about.

Develop a response that demonstrates **what you did** in the situation presented in the behavioral question.

<http://bit.ly/3QLPqwn> (Retrieved 3.5.25)



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Create Stories with CART

Out with **STAR**
Situation-Task-Action-Result

in with:

▶▶ **CART:**

- ▶ **Challenge**
- ▶ **Action**
- ▶ **Results**
- ▶ **Tie-Back**



<http://bit.ly/3QLPqwn> (Retrieved 3.5.25)

Using CART

Tell me about a time you failed. How did you deal with the situation?

Challenge

I forgot to confirm the meeting room for an important, high-visibility meeting for C-suite executives and their staff. The room was double booked due to a last-minute scheduling error and miscommunications. There was potential for conflict with another team.

Action

I quickly spoke to the conference room manager to identify the problem and proposed a solution.

Results

Resolved the problem and made plans to prevent double booking in the future.

Tie-Back

I know how important it is to keep track of and manage the conference room scheduling, especially for high-visibility meetings. I introduced a new process that reduced errors by simplifying room reservation processes.

(Retrieved 3.5.2025) <https://www.themuse.com/advice/behavioral-interview-questions-answers-examples>

Practice CART Stories

- ▶▶ Get familiar with your CART stories.
- ▶▶ Don't memorize
- ▶▶ Practice with a friend
- ▶▶ Record yourself (voice memo) or set up a solo Zoom.
- ▶▶ If you have a calm cat or dog, practice with them.



Virtual Interviews



Success with Virtual Interviews

- ▶▶ Appearance and Authenticity
- ▶▶ Background and lighting
- ▶▶ Voice



Silence or turn off your phone!



Appearance and Authenticity

- ▶▶ Dress for the interview (top and bottom)
- ▶▶ Avoid distracting patterns on you or background
- ▶▶ Put laptop camera at eye level
- ▶▶ Use gestures – virtual handshake, wave, nod, show hands



Appearance and Authenticity- Be Present

- ▶▶ Center yourself
- ▶▶ Relax shoulders
- ▶▶ Face – look directly at interviewer(s)
- ▶▶ Mirror and match posture and energy level
- ▶▶ Sit at the front of chair or use standing desk



Background and Lighting

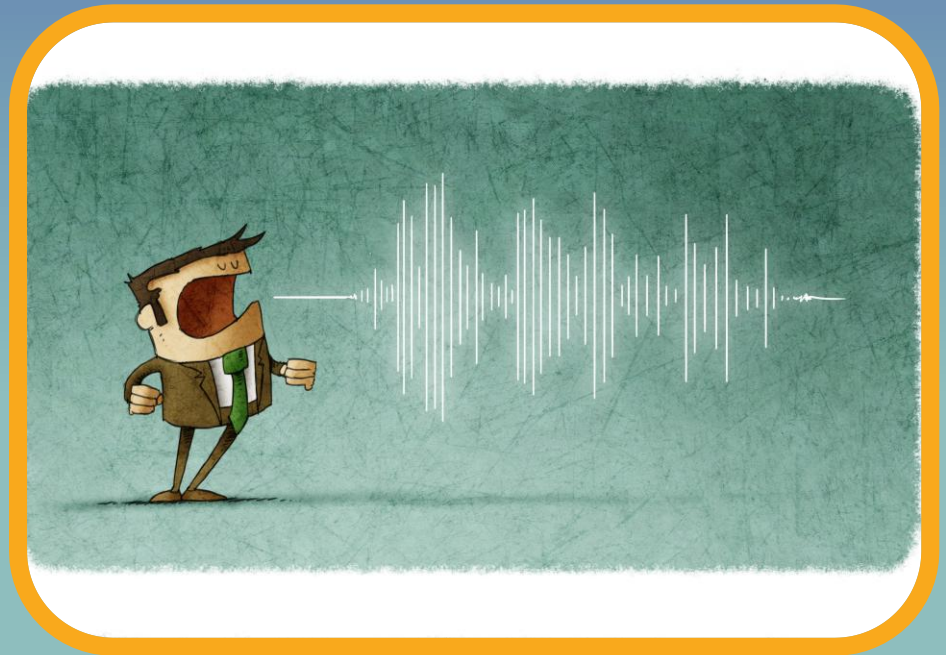
- ▶▶ Good lighting is essential
- ▶▶ Make background professional
- ▶▶ Virtual backgrounds are fun, but...
- ▶▶ Test using a solo Zoom meeting or other option



Voice

Monitor your

- ▶▶ Volume
- ▶▶ Tone
- ▶▶ Pace
- ▶▶ Annunciation



Questions and Contact

- ▶▶ I will answer as many questions as I can today.
- ▶▶ You are welcome to contact me at aporitzky@gmail.com if you have more questions.

