

## Utilizing Accomplishments in Interviews:

After building your accomplishment statements look at them and determine what strengths or abilities are reflected in the accomplishment. The following are examples of some areas that you will see in various books and the MBC & Associates list (Magic Sixteen) follows.

- Communication
- Analytical
- Initiative
- Goal oriented
- Reliable / Dependable
- Flexible
- Leadership
- Detail oriented

Make two lists for your reference when interviewing.

- Start with the strengths you have identified and list the specific accomplishment(s) that reflect how you utilized that strength.
- List the accomplishments with notes as to which strength(s) you utilized.

Many accomplishments will reflect more than one strength.

Reviewing these two lists will help you firmly set these accomplishments in your mind so that you can quickly use them to answer even the unexpected interview questions.

For example:

Consider the interview question "describe the most difficult situation you have faced." Your accomplishments will likely provide an answer. If not, identify this situation in a similar manner (what was the situation, how did you respond, the positive outcome, what strengths did you use) so that you are able to easily handle that question if it is asked.

Another potential question could be to "describe a situation that did not work out as well as you expected." Identify a "minor" problem or situation (what was the situation, how did you respond, the outcome, and what you learned from the process).