



Partnering with people who have developmental disabilities to achieve healthy, fulfilling, enriched lives.

## Koinonia Homes, Inc. Behavioral Interviewing Process

### Behavioral Interviewing: What is it?

- Behavioral interviewing is a technique used by Koinonia Homes, Inc. in which the questions asked assist the organization in making predictions about a potential employee's future success based on actual past behaviors, instead of based on responses to hypothetical questions.
- In behavior-based interviews, you are asked to give specific examples of when you demonstrated particular behaviors or skills based on identified competencies based on the job position itself. (SEE JOB DESCRIPTION FOR LISTED COMPETENCIES)
- General answers about behavior are not what our organization is looking for. You must describe in detail a particular event, project, or experience and you dealt with the situation, and what the outcome was.

### Examples of behavioral interview questions:

- Give an example of a time...
- Describe a time when...
- Explain a situation when...

### Responding well to these types of questions:

- The "**S.A.R**" technique is a good approach: Describe the **Situation** you were in you needed to accomplish; describe the **Action** you took, and the **Results**.
- Be specific, not general or vague.
- Don't describe how you would behave. Describe how you did actually behave. If you later decided you should have behaved differently, explain this. The employer will see that you learned something from experience.

### Panel Interview Process:

- The "Panel" of interviewers will consist of three people, that of which will be conducting the interview.
- Panel consists of the Hiring Manager or Supervisor, and two other Koinonia employees in the Administration/Managerial/ Supervisor Level.

### Items to bring to Interview:

- Updated resume (if you have not submitted one already); copy of the job description that you are applying for.
- Notepad and pen to write a question or information that may be given to you.