

Sweet  
but  
Fearless  
SUCCESSFUL WOMEN'S NETWORK

**Interview Question &**

*The Funnel Response System*

## Interview Question &

### *The Funnel Response System*



When you interview for a job, the process will generally happen in stages. You're first interview is typically by phone with the recruiter. It's a quick way for them to get a feel for who you are and if you'd be able to perform the duties of the job. If you get past the recruiter, you'll be asked for an in-person interview, which can be either multiple back-to-back interviews or one large panel interview. In today's environment, these interviews are now being conducted on platforms such as Zoom or Skype.

Understanding that you're going to have multiple interviews, anywhere from two to five, you need to prepare yourself to demonstrate that you have the skills, experience, and character to be a great employee during each interview. It's helpful, and highly recommended, that you have a format for answering questions to ensure your answer hits all the points the interviewers are looking for.

The Funnel Response System (FRS) provides such a format and is especially helpful for behavioral questions. These are the "Tell me about a time when..." type questions. FRS is a simple but effective way to tell your story and demonstrate to the interviewer you're the best candidate for the job:

1. Before you respond, ask yourself, what is the sentiment that the interviewer is trying to understand when asking this question.
2. Then start your story with a general or broad statement. You want to acknowledge that you understand what the interviewer is asking by setting the stage for your answer.
3. Provide details and an example. Let them hear your thought process as you tell your story.
4. Provide the resolution and the lesson learned from the experience and how you have taken that lesson forward in your career.

You want to showcase that you understand the question, provided a relevant story, the lesson learned, and what behavioral changes you made when faced with a similar issue later in your career.

Sometimes the interviewer will ask only half a question, such as "Tell me about a time...." By using FRS, you'll fully answer that question AND complete the question with your resolution and what you took away from the experience. Remember, the interviewer is trying to understand how you will deal with similar situations in the role you're applying for.

# Interview Question &

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**1. Tell me about a time you disagreed with a corporate initiative.**

▶ BROAD STATEMENT:

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▶ DETAILS AND EXAMPLE:

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▶ RESOLUTION:

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▶ LESSON LEARNED:

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# Interview Question &

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**2. Tell me about when you were asked to do something you had never done before.**

▶ BROAD STATEMENT:

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▶ DETAILS AND EXAMPLE:

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▶ RESOLUTION:

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▶ LESSON LEARNED:

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### **3. Tell me about a time you had to solve a problem at work.**

▶ BROAD STATEMENT:

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▶ DETAILS AND EXAMPLE:

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▶ RESOLUTION:

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▶ LESSON LEARNED:

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# Interview Question &

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### **4. Describe a difficult work situation and what you did to overcome it?**

▶ BROAD STATEMENT:

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▶ DETAILS AND EXAMPLE:

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▶ RESOLUTION:

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▶ LESSON LEARNED:

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### 5. What's the biggest career goal you've achieved?

▶ BROAD STATEMENT:

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▶ DETAILS AND EXAMPLE:

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▶ RESOLUTION:

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▶ LESSON LEARNED:

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