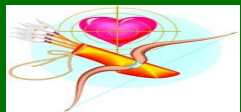


# Airman & Family

## Readiness



# A&FRC

### Special points of interest:

- **Military Saves Campaign**
- **Upcoming Events & Information**
- **Behavioral Interviews**
- **Skill Assessment**
- **Scholarship Information**
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## Military Saves Campaign

To kick off the 2012 *Military Saves Campaign*, the Department of Defense has designated Feb 19-26, 2012 as *Military Saves Week*. As part of the larger nationwide *America Saves Campaign*, *Military Saves* is conducted in cooperation with the Consumer Federation of America. While the *Military Saves Campaign* is a year-long effort, *Military Saves Week* is an opportunity for the entire military community to come together with federal, state and local resources, including military banks and credit unions, to

focus on the financial readiness of military families to help them reduce debt and save their hard-earned money. The *America Saves* slogan, "Start Small, Think Big," is shared by *Military Saves* and talks to the long-term benefits of saving a little each month. The *Military Saves Campaign* is a Total Force, command-level program. It provides an opportunity for leaders at all levels of all components—active duty, National Guard, and reserve—to motivate and educate service members and their families. It's important to engage military spouses. They

play a vital role in ensuring the financial well being and stability of military families. Also, our youth are our future and learning good financial habits early can only strengthen their financial stature. In support of *Military Saves*, financial awareness events are planned to encourage our personnel to access the website [www.militarysaves.org](http://www.militarysaves.org), take the "Saver's Pledge," and support the 2012 theme, "Set A Goal, Make a Plan, Save Automatically." For more info, contact the Airman and Family Readiness Center at 722-1123.

## Upcoming Programs

**Federal Resume Writing:** 10 Feb from 8:00—11:00. Learn the ins and outs of writing federal resumes for jobs on USA-JOBS.

**Right Start:** 14 Feb 8:00-noon at Eagle's Landing. Orientation/info fair for newly assigned personnel and families.

**3-Day Executive TAP Workshop:** 13-16 Feb—7:30-4:30—similar to regular TAP workshop but for colonels and above—**RSVP by 3 Feb.**

**3-Day TAP Workshop:** 21-23 Feb - 7:30-4:30—VA Benefits, skills analysis, job search, resume prep, and interviewing—Heritage Hall Terrace Room.

**Reintegration Briefings:** Thursdays—9:00-noon-A&FRC. Mandatory for all warriors returning from deployment.

Check with your UDM on the reintegration process.

**Pre-deployment Briefings:** Thursdays—1:30-3:00. Mandatory for all members going on a remote, deploying, or TDY for more than 30 days.

**Budgeting 101:** 22 Feb—3:00—4:30 at A&FRC. This money management workshop includes goal setting, financial planning, debt reduction, and household expenses. Individuals leave with tools necessary to become financially sound.

**Successful Relationships:** 23 Feb 1:00 -4:30—Family Place, 228 Carswell Drive. Spouses and members are welcome. The programs cover some of the most effective

relationship tools such as personality type, conflict resolution, and overcoming unhealthy learned behavior. Videos and other eye-opening methods allow for personal, private insights. to minimize unhealthy behavior.

**Key Spouse Quarterly and Orientation Training—**29 Feb—9:00—12:00—Terrace Room, Heritage Hall.

**Heart Link:** 29 Mar 9:00—12:15. Fun, food, fellowship, and gifts. Get connected to resources—jobs, education, trips, volunteering, child care.



Airman and Family Readiness Center  
1200 Wright Bros. Ave.  
Bldg. 3602 SJAFB, NC  
919-722-1123



# Behavioral Interviews

By Alison Doyle, About.com Guide

## What is a Behavioral Interview and Behavioral Interview Questions and Answers

What is a [behavioral interview](#)? Behavioral based interviewing is interviewing based on discovering how the interviewee acted in specific employment-related situations. The logic is that how you behaved in the past will predict how you will behave in the future i.e. past performance predicts future performance.

### Traditional Interview vs. Behavioral Interview

In a traditional interview, you will be asked a series of questions which typically have straight-forward answers like, "What are your strengths and weaknesses?"

Or "What major challenges and problems did you face? How did you handle them?" or "Describe a typical work week".

In a behavioral interview, an employer has decided what skills are needed in the person they hire and will ask questions to find out if the candidate has those skills. Instead of asking how you would behave, they ask how you behaved.

The interviewer will want to know how you handled a situation, instead of what you might do in the future.

### Questions in a Behavioral Interview

Behavioral interview questions will be more pointed, more probing, and more specific than traditional interview questions:

-Give an example of an occasion when you used logic to solve a problem

-Give an example of a goal you reached and tell me how you achieved it

-Describe a decision you made that was unpopular and how you handled implementing it

-Have you gone above and beyond the call of duty? If so, how?

-What do you do when your schedule is interrupted? Give an example of how you handle it.

-Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?

-Have you handled a difficult situation with a co-worker? How?

-Tell me how you worked effectively under pressure.

Follow-up questions will also be detailed. You may be asked what you did, what you said, how you reacted or how you felt.

### Preparation for a Behavioral Interview

What's the best way to prepare? It's important to remember that you won't know what type of interview will take place until you are sitting in the interview room. So prepare answers to traditional interview questions.

-Then, since you don't know exactly what situations you will be asked about if it's a behavioral interview, refresh your memory and consider some special situations you have dealt with or projects you have worked on. You may be able to use them to help frame responses. Prepare stories that illustrate times when you have successfully solved problems or performed memorably. The stories will be useful to help you respond meaningfully in a behavioral interview.

Finally, review the job description, if you have it, or the job posting or ad. You may be able to get a sense of what skills and behavioral characteristics the employer is seeking from reading the

## Behavioral Interview

(Continued From page 2)

job description and position requirements.

### During the Behavioral Interview

During the interview, if you are not sure how to answer the question, ask for clarification. Then be sure to include these points in your answer:

- A specific situation
- The tasks that needed to be done
- The action you took
- The results, i.e. what happened

It's important to keep in mind that there are no right or wrong answers. The interviewer is trying to understand how you behaved in a given situation.

-How you respond will determine if there is a fit between your skills and the position the company is seeking to fill. So, listen carefully, be clear and detailed when you respond and, most importantly, be honest. If your answers aren't what the interviewer is looking for, this position may not be the best job for you anyway.

## Learn to Assess Your Skills

Courtesy of Turbotap.org

To find a good civilian job, you need to clarify your skills. Skills assessment helps you answer the question "What do I do best?" A skills assessment can:

- Help you determine the types of jobs in which you are likely to excel (manager, mechanic, sales person, nurse, teacher, etc.)

- Help you prepare a focused resume—one that only includes the aspects of your background that specifically relate to the job or career you are looking for.

- Help you answer job interview questions such as, "What do you like to do in your spare time?"

- Hint: Relate your spare-time activities to the job for which you are interviewing.

Translating military experience into civilian language is one of the most common stumbling blocks in the skills assessment process. One way to tackle this

problem is to talk to friends who have already left the service. Ask them what civilian employers do and don't want to hear. Also consider attending workshops and seminars. Here's a good approach to assessing skills:

**Step 1. Assignments:** List the projects you have worked on, problems you have solved, situations you have helped clarify, and challenges you have met.

**Step 2. Actions:** List the actions you have taken to carry out these tasks.

**Step 3. Results:** List the results that your actions helped to achieve.

The skills that appear on these three lists should be incorporated into your resume and job interviews.

Skill assessment for many service members and their

families requires assistance. The Transition Assistance and Education Center staff can provide that assistance.

For more assistance in skills assessment, go to the Occupational Information Network Dictionary of Occupational Titles (O'NET) which provides detailed descriptions of most occupations—online at <http://online.onetcenter.org> and at <http://www.militaryay.com/skillstranslator/mos-translator>.

The [careeronestop.org](http://careeronestop.org) website also has a resource to help you identify potential careers using your current occupation. By selecting a career on [my-skillsmyfuture.org](http://my-skillsmyfuture.org), you can explore training, compare skills banks, typical job duties and technology, and search employers and jobs. The site also provides information about specific fields and the current labor market for the career field selected.

## Scholarships and Grants

### SPACE CAMP SCHOLARSHIP

NASA Space Camp ([www.spacecamp.com](http://www.spacecamp.com)) is a place of learning where kids come together for a journey they will never forget. For many, it is a life-changing event—helping them make decisions about their educational and vocational careers. This extraordinary adventure teaches youth about astronauts, space travel, leadership, and about the worlds of science and learning.

#### Scholarship Information:

The Bernard Curtis Brown II Memorial Space Camp scholarship is funded by the Military Child Education Coalition (MCEC). The scholarship covers full tuition to include round trip transportation from student's home base to Space Camp, meals, lodging, and program materials.

#### Eligibility Requirements:

Student applicants must be:

- The child of a military member on active duty or mobilized guard or reserves or
- The child of a military member who died while serving on active duty or mobilized guard or reserve status, and
- Enrolled in grades 6 through 9.

#### Application Process:

Each STUDENT applicant must:

- Submit a hand-written essay (written by the student) which includes:
  - Why he or she should be selected
  - Evidence of patriotism
  - Community service
  - Future goals, and
  - "After camp" intentions.
- Submit two letters of recommendation with contact information from non-family members only.
- Complete and submit the official application postmarked no later than the deadline of 10 March. The official application form can be found at the Military Child Education Coalition (MCEC) website located at <http://www.militarychild.org/child-student/space-camp-scholarship/>. The official application form is located under the "To Apply" section.
- Check to make sure you have included each item.
- Mail your completed packet to:
 

Military Child Education Coalition  
Attention: Space Camp  
909 Mountain Lion Circle  
Harker Heights, Texas 76548

### HAP ARNOLD EDUCATION GRANTS

#### Application Period:

The application period for the HAP Arnold Education Grant Program ends on 9 March. More information is available at <http://www.afas.org/education/arnoldedgrant.cfm>.

#### Background:

The Air Force Aid Society (AFAS) is committed to helping Air Force members and families realize academic goals. In recent years, the Society's emphasis has been on direct funding of new initiatives that provide greater value to Air Force families.

#### Grant Amount:

The HAP Arnold Education Grant Program provides \$2000 grants to selected sons and daughters of active duty, Title 10 AGR/Reserve, Title 32 AGR performing full-time active duty, retired, retired reserve and deceased Air Force members; spouses (stateside) of active duty members and Title 10 AGR/Reservists; and surviving spouses of deceased personnel for their undergraduate studies.

94,095 grants have been disbursed since the 1988-1989 academic year.