**Interview – STAR Method worksheet**

STAR stands for **Situation, Task, Action/Approach, Result.** To tell a good story, be strategic and spend:

* **15-20% for Situation & Task**, just to give enough information so the rest of the story make sense; if you have a hard time doing this in your own way, clarify your role and ensure understanding of the difficulty, complexity, and/or size of the challenge.;
* **60-70% for Action/approach**, describe the actions that you took to complete the task, solve the problem, address the issue, improve the situation. Why did you do what you did? What was the strategy behind it? You'll want to mention relevant skills used and competencies demonstrated, because this can really help to underlie your abilities and your strengths;
* **10-25% for Results**, emphasize a positive outcome for the story, not only to show that your results driven, but also to end in a nice, crisp confident way; you can talk about general improvement, even if you can't quantify it. You can talk about experience gained, skills learned, relationships improved.

**Step 1: Name your story**

Try to pick a name that’s descriptive so you remember if it was customized for a particular company or position (e.g. Communication Skills –Presentation - XYZ Conference)

Enter story name here

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**Step 2: Outline the problem or task. [S&T]**

1. Clearly and concisely describe the situation, problem, or task. Resist the temptation to go into too much detail about the back story. Stick to only enough key details to provide proper context.

2. Remember to provide enough detail to clarify your role and ensure understanding of the degree of difficulty, complexity, and/or size of the challenge.

3. Briefly explain any terms or abbreviations that the interviewer may not know.

4. You should have stories based on specific tasks completed and stories that demonstrate your response to broader situations/problems. In an interview, you will use different types of stories for different behavioral questions.

Describe your situation (use bullet point)

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**Step 3: What approach did you take? [A]**

1. Describe the actions you took to complete the task, solve the problem, address the issue, improve the situation.

2. Show your thinking and approach.

3. Mention any relevant skills used, competencies demonstrated.

4. Be clear about your specific role. It's fine to talk about "we" when describing team goals or activities, but the interviewer will want to know about YOUR responsibilities and actions.

5. This will be the longest section of your story. However, you must stay focused on the key details and avoid going off on tangents.

6. Develop a concise description that focuses on the most important aspects of your approach.

Describe your actions (use bullet point)

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**Step 4: What were your results? [R]**

1. All good stories have a happy ending. Describe yours.

2. Outline any tangible results (revenue generated, costs reduced, time saved, promotion earned) and/or feedback that you received from clients, manager, coworkers.

3. Many candidates spend a lot of time detailing their approach and forget to share the results. Don't make this mistake -- interviewers want to know what you can contribute to an organization.

4. If telling a story about a failure, mention lessons learned and how you continue to apply them.

Describe your results (use bullet point)

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