

STAR Interview Worksheet

STAR Interviewing technique is a great tool to use when preparing and on an interview. Let's break it down:

Skill(s): Teamwork, Leadership

S	Structure	Set the scene. Tell the interviewer the logistics of the story- who, what and when.	"In my business class I was assigned a three week long project with 4 other students which required Microsoft Excel skills."
T	Task	Talk about the objective, issue or obstacle you had to overcome.	"One student was reluctant to contribute to our project because he missed a few classes."
A	Action	What did you do to solve the situation?	"I asked the student if they would be willing to meet with me in the library to go over the missed classes so they understood what they needed to do to complete their task."
R	Results	Talk about the result of your action.	"After this, the group worked more as a team and the student felt like he could contribute more effectively. Ultimately, we all learned more about team work and received a good grade."

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Skill(s): _____

Structure: Set the scene, tell the interviewer the logistics of the story- who, what and when.

Task: Talk about the objective, issue or obstacle that you had to overcome.

Action: What did you do to solve the problem in this situation?

Results: Talk about the result of your action.
