# **STAR technique worksheet**

In a job interview, they will ask you how you meet the person specification and job description.

When answering, you will need to give examples that prove you have the relevant skills and experience. Have an example prepared for each required skill.

The STAR method can help you to structure your examples. STAR stands for Situation, Task, Action, Result.

## Situation - about 5% of your answer

**[Write your job title and employer here]**

## Task - about 10% of your answer

What was the challenge on that day in particular?

What had you been asked to do?

What problem did you need to solve?

What task did your job involve that is similar to the question you have been asked?

**[Answer here]**

## Action - about 70% of your answer

What did you do?

How did you do it?

What did you consider when planning what to do?

What guidance did you follow while completing the task?

Who else did you involve?

**[Answer here]**

## Result - about 15% of your answer

What went well? What were the positives?

What did you learn from this situation that made you a better candidate for the employer you are applying for?

If you talked about health and safety, what potential accidents were avoided as a result of your action?

If there were quantifiable results, remember to tell the interviewer about the numbers. How much money? What were the percentages?

How did other people respond to your actions? Were customers happy? Did clients return? Did students perform better?

**[Answer here]**