

STAR Method Worksheet

Interviews are an unavoidable step in your return to the paid workforce. Use this worksheet to make interviewing easier by being well-prepared.

Many interviews now focus on behavioral interview questions. This style of question focused on how candidates have already demonstrated a specific skill -- not what a candidate would do.

Examples of behavioral interview questions include:

- Tell me about a time when you had to communicate with someone different than yourself.
- Describe a time when you had to manage multiple projects with competing deadlines.
- Tell me about a time when you had to influence someone without having authority.
- Explain how you prioritize multiple tasks.

Using the STAR Method is a great way to tackle behavior interview questions. This method helps ensure you tell a complete story that includes all the important pieces employers want to know about during an interview.

As you start practicing, remember the basis of the STAR Method:

- **Identify:** Identify the knowledge, skills, experience, or values that the interview question is asking about.
 - **Situation:** Choose an example that matches a responsibility of the role, or the skill the interview question is assessing.
 - **Task:** Identify your role in the situation and what tasks or duties you were responsible for.
 - **Action:** Describe the action you took to address the need, challenge or request.
 - **Result:** Describe the result of your action. Showcase anything you learned from this situation and how you can apply this skill or knowledge in the role you're interviewing for.
- **Narrative:** Even when you're using the STAR Method, make sure you are responding to the interview questions with a story of an example that demonstrates the skill they're assessing. Once you've identified each aspect of the STAR, weave it into a concise, cohesive narrative.

Here is an example of how to fill out the sheet on the next page:

<p>Interview Question: Tell me about a time when you failed.</p>	
<p>Skills, competencies, or value to showcase</p>	<p>I should highlight accountability, self-awareness, learning, feedback, and course correction.</p>
<p>Situation</p>	<p>I was a marketing associate and my boss gave me an aggressive new target.</p>
<p>Task</p>	<p>I needed to grow our subscribers by 25% per quarter.</p>
<p>Action</p>	<p>I didn't know how to approach it so I focused on my other goals instead. When my boss checked in on the goal, I had to admit that I hadn't taken any new action on it.</p>
<p>Result</p>	<p>I didn't meet this target, but I learned not to avoid a task when I don't know how to do it. I learned to break down a big goal into smaller pieces and reach out for help.</p>
<p>Your response as a Narrative</p>	<p>Early in my career, I was assigned aggressive KPIs, including growing our e-mail subscriber lists by 25% per quarter. I had no idea where to begin so I focused on my other KPIs. Eventually my boss checked in on this, and I admitted subscriber growth was the same and I hadn't done anything differently. She was understandably upset. She tasked me with coming up with three ideas to grow the subscriber list. I submitted the list and we talked through each of my ideas and how to accomplish them. I implemented a few, but because I began late, I only saw growth of 12%, so I failed to meet the goal. But by the next quarter, I was able to grow my list by 26%. I learned that if something feels too big, I should never ignore it and instead try to break it down or reach out for help. This experience turned me into someone who is conscientious and effective when it comes to pursuing new goals—the more challenging, the better.</p>

Write your own interview questions.

Interview Question:	
Skills, competencies, or value to showcase	
Situation	
Task	
Action	
Result	
Your response as a Narrative	