

S.T.A.R

INTERVIEW RESPONSE METHOD

Job Qualifications & Candidate Qualities Worksheet



S.T.A.R Acronym Defined

Situation- Describe the context in which you performed a job or faced a challenge at work. This includes volunteer experience, job experience or anything relative to the position you are applying for.

Task - Describe YOUR responsibility in that situation.

Action - Describe how you completed the test or endeavored to meet the challenge. Focus on YOU rather than what your team or boss did. Utilize I statements over WE statements.

Result- Finally explain the outcome or results generated by the action taken. It may be helpful to state what you learned and or accomplished from the process.

Make a list of Job Qualifications

First look at the job listing or similar job listing to the position you are applying for. From these listings create a list of skills or experiences that are required for the job you are interviewing for.

Create a list of Examples

From this list of skills and experiences reflect on specific examples when you displayed these skills. Consider specific examples of occasions when you displayed those skills. For each example, name the situation, task,

Example			
Situation	Task	Action	Result
Example			
Situation	Task	Action	Result
Example			
Situation	Task	Action	Result
Example			
Situation	Task	Action	Result

Example			
Situation	Task	Action	Result
Example			
Situation	Task	Action	Result
Example			
Situation	Task	Action	Result

Match Your Skills to the Job

Whatever examples you select, make sure they are as closely related to the job you're interviewing for as possible.



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