

The STAR Technique Worksheet

Prior to attending an interview, it is highly recommended that you review the job description, underline all the key requirements for the role including qualifications, work experiences, skills needed to do the job effectively. Then come up with at least 2 to 3 questions you could be asked on each area together with your examples that prove to the interviewer that you have the necessary level of experience to do the job. When preparing your examples, write a few out in the STAR format below, which will help you to get used to structuring your answers in a clear and logical way required during the interview.



Use an example of your greatest achievement to date and complete the following:

S (*Situation*)

Describe the situation, scenario:

T (*Task*)

What was the task?

A (*Action*)

What your responsibilities were?

R (*Result*)

What was the outcome of this activity? What did you learn?