



STAR: AN INTERVIEW GUIDE

WHAT IS THIS:

The STAR interview method is a structured approach to answering behavioral interview questions by outlining:

- **Situation:** Describe the context within which you performed a task or faced a challenge.
- **Task:** Explain the actual task or challenge that was involved.
- **Action:** Describe the specific actions you took to address the task or challenge.
- **Result:** Share the outcome or results of your actions.

This method helps you present your experiences clearly and concisely, making it easier for interviewers to understand your skills and impact.

BREAKDOWN-----

HOW TO USE THIS DOCUMENT

1. Read the STAR breakdown below.
2. Review the example provided.
3. Use the provided spaces to draft your own STAR responses based on your experiences.

STAR BREAKDOWN WITH TIPS

1. Situation

- Set the scene.
- Provide context (who, what, where, when).
- Be specific and brief.

2. Task

- Define your responsibility or challenge.
- Highlight what needed to be accomplished.

3. Action

- Focus on what you did.
- Detail the steps you took.
- Emphasize skills and behaviors used.

4. Result

- Share the outcome.
- Quantify if possible.
- Reflect on what you learned or accomplished.



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EXAMPLE STAR ANSWER

Question:

Tell me about a time you had to manage your time effectively.

Situation:

During my final semester in college, I was balancing a part-time job and a group project for a major class.

Task:

I needed to ensure I contributed fairly to the project while also meeting my work commitments and preparing for exams.

Action:

I created a detailed weekly schedule, broke the project tasks into smaller parts, and communicated regularly with my group to coordinate progress and deadlines. I also let my manager at work know my availability in advance.

Result:

I was able to meet all my deadlines, our group received an A on the project, and I maintained good performance at my job.

TIPS FOR PRACTICE

- Tailor your stories to the job description.
- Practice speaking your answers aloud.
- Keep your answers concise and relevant (1–2 minutes each).
- Prepare 3–5 STAR stories you can adapt to different questions.

Good luck with your interviews!



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YOUR TURN! CREATE YOUR OWN STAR STORIES

Prompt 1:

Tell me about a time you had to manage your time effectively.

SITUATION

TASK

ACTION

RESULT



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Prompt 2:

Describe a situation where you had to work as part of a team.

SITUATION

TASK

ACTION

RESULT



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YOUR TURN! CREATE YOUR OWN STAR STORIES

Prompt 3:

Give an example of a time you showed leadership.

SITUATION

TASK

ACTION

RESULT