**S.T.A.R WORKSHEET FOR INTERVIEWING**

**Your Behavioral Question(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interviewer**: Coach candidate through each STAR section and probe/challenge the candidate’s performance (functional expertise), long-term impact (Leadership Principle) and results.

|  |  |  |
| --- | --- | --- |
| **S**  **T** | **SITUATION/TASK - Describe the situation/task you faced and the context of the story**  Answers the questions: **where** did this occur, **when** did it happen, **why** is it important?  **Probing Questions:**   * Why is this important? What was the goal? * What was the initial scope of the project? What were the challenges? * What were the risks and potential consequences if nothing happened?   **Challenge Questions:**   * Why did you choose this story to illustrate a xyz accomplishment? * What other stories can you think of that demonstrate…xyz? * Could you come up with an example that is more recent? | **Notes** |
| **A** | **ACTION - What actions did you take?**  Answers the questions: **what** did you personally own, **how** did you do it, **who** else was involved?  **Probing Questions:**   * **Deep probe functional expertise and/or assigned core competency.** * Were you the key driver or project owner? * What was your biggest contribution? What unique value did you bring? * What were the most significant obstacles you faced? How did you overcome them?   **Challenge Questions:**   * What did you do specifically versus the team? * How did you set priorities…deal with xyz problem… or get manager buy-in? * What decisions did you challenge? Why? How did you influence the right outcome? |  |
| **R** | **RESULTS - How did you measure success for this project? What results did you achieve?**  **$** Cost savings, revenue generation  **#**  Quantify to understand volume, size, scale  **%** Percentage change, year over year improvements  **🕝** Time to market, implementation time, time savings  **☺** Impact on the customer, the team  **δ** Quality improvements  **Probing Questions:**   * Why did you choose to focus on these results? What other results were important? * You mentioned revenue, what percentage change is that year over year? * What trade-offs did you have to make to achieve this? (quality, cost, time) * I’m concerned about… (the time it took, the volume, the customer impact), tell me more…   **Challenge Questions:**   * What were the lessons learned? What would you have done differently? * How would you implement this at Amazon? * How did these results compare to your actual goals? (refer back to goal stated in Situation) |  |