

STAR Worksheet

QUESTION: Think about a behavioral question like, “Describe your biggest accomplishment” or “Give me an example of a project you’re working on that could have significant impact on the business”

ANSWER: Spend five minutes exploring the story details and explain your contribution and true impact. Make sure you give an example of your work performance not a job description or general approach. Be prepared for probing questions.

<div>S</div> <div>T</div>	<p>SITUATION/TASK - Describe the situation/task you faced and the context of the story Answer the questions: where did this occur, when did it happen, why is it important?</p> <p>When forming your response, think about...</p> <ul style="list-style-type: none"> 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? <p>Probing Questions:</p> <ul style="list-style-type: none"> Why did you choose this story to illustrate your accomplishments? What other stories can you think of that relate to the interviewer’s question? 	<p>Practice Notes</p>
<div>A</div>	<p>ACTION - What actions did you take? Answer the questions: what did you personally own, how did you do it, who else was involved?</p> <p>When forming your response, think about...</p> <ul style="list-style-type: none"> 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? <p>Probing Questions:</p> <ul style="list-style-type: none"> What did you do specifically? (as opposed to the whole team) How did you set priorities, deal with the problem, or get manager buy-in? What decisions did you challenge? Why? How did you influence the right outcome? 	
<div>R</div>	<p>RESULTS - How did you measure success for this project? What results did you achieve?</p> <p>\$ Cost savings # Quantify to understand volume, size, scale % Percentage change, year over year improvements 🕒 Implementation time 😊 Impact on the customer, the team 📈 Quality improvements</p> <p>When forming your response, think about...</p> <ul style="list-style-type: none"> Why did you choose to focus on these results? What other results were important? What trade-offs did you have to make to achieve this? (quality, cost, time) <p>Probing Questions:</p> <ul style="list-style-type: none"> What were the lessons learned? What would you have done differently? How would you improve the process or result today? How did these results compare to your actual goals? (refer back to goal stated in Situation) What have you done to share these improvements with your peers? 	