

The **STAR** Method

S

Situation

Introduce the situation to set the scene and provide context.

T

Task

Describe the task. What needs to be done and why?

A

Action

Explain the action you took.

R

Result

Describe the result in terms of benefits realized.

Adaptability

1. Tell me about a time when you realized your approach to a project was not working and what you did to fix it.
2. Things do not always go as planned. Can you tell me about a time when you hit an unexpected roadblock in a project and had to change your plans? What happened, and how did you adapt?

Situation	Task	Action	Result

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Leadership

1. Describe a time that you led a team. How did you lead the team toward the desired goal?
2. Describe a time when an employee approached you with concerns. Explain how you handled the situation.

Situation	Task	Action	Result

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Work Ethic

- 1. Tell me about a time you identified a complex problem that you knew would take a long time to solve. What steps did you take to solve it? What was the result?
- 2. Give an example of a time you took on a significant responsibility that fell outside of your job description. Why was it important, and what was the outcome?

Situation	Task	Action	Result

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Decision Making

- 1. Tell me about a time when you discovered new information that affected a decision you had made already. Explain how you proceeded.
- 2. Tell me about a time you made a poor decision, but used what you learned to make a better decision in the future?

Situation	Task	Action	Result

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Professional Priorities

- 1. Think about a time you were overwhelmed and stressed; how did you handle it?
- 2. Have you worked on multiple projects at the same time? How did you manage your time, and what were the results?

Situation	Task	Action	Result

Situation	Task	Action	Result

Problem Solving

1. Tell me about a time you came up with a creative solution to a problem.
2. Think of a situation when your supervisor was not around and a problem developed. How did you handle the problem?
What were the results?

Situation	Task	Action	Result

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Teamwork

- 1. Describe a time when your team was behind schedule. How did you get your team members back on track?
- 2. Tell me about a time when you worked on a team with people of different cultural backgrounds.

Situation	Task	Action	Result

Situation	Task	Action	Result

Communications



1. Give an example of when you persuaded someone at work towards your point of view. Was it a positive outcome?
2. Give an example of a presentation you were really proud of. What was the purpose, and what feedback did you receive from peers or supervisors?

Situation	Task	Action	Result

Situation	Task	Action	Result

