HECKMONDWIKE
GRAMMAR SCHOOL

The STAR method

Use the STAR method to plan your answers to interview questions and to show your skills and experience on a CV or application form.

What does STAR stand for?

- **Situation** – the situation you had to deal with
- **Task** – the task you were given to do
- **Action** – the action you took
- **Result** – what happened as a result of your action and what you learned from the experience

When should I use the star method?

CV
Cover letter
Application form
Interview

How do I use the star method?

You can use the STAR method to structure the examples you give to questions, especially in interviews. A job description lists the skills and qualities the employer is looking for. You can use the STAR method to show how you meet these.

It can help to look at common interview questions when preparing.

When using STAR, remember to:

- use examples that work for you – these could be from work, home or volunteering
- keep examples short and to the point
- try to get your points across in a conversational way so as not to appear too rehearsed
- be prepared to answer follow-up questions about the examples you give

Example 1

Question- tell me a time you showed leadership skills?

Situation: During my recent Duke of Edinburgh expedition, my team was at risk of failing the task because we couldn't agree on a solution to navigate to the next checkpoint. Tensions were rising, and we were running out of time.

Task: As one of the team members, I recognized that in order to succeed, we needed to work together cohesively. My responsibility was to find a way to unify the team, assign roles effectively, and ensure we stayed on track.

Action: I took the initiative to step into a leadership role by first calming the team and encouraging open communication. I quickly assessed each team member's strengths and delegated specific roles: one person was in charge of reading the map, another would lead the way, and I would keep track of time and ensure we stayed on course. I emphasized the importance of collaboration and keeping a positive mindset, even when things seemed uncertain.

Result: By clearly assigning roles and fostering teamwork, we were able to navigate to the checkpoint efficiently. We reached the destination within the allotted time, passing the expedition and gaining valuable experience in working under pressure and leading a team through a challenging situation.

Example 2

Question: Tell me about a time you worked as part of a team?

Situation: When I was at school, I was part of the netball team, and we needed to raise funds for new equipment. The team didn't have enough resources to purchase the items we needed, so we decided to organize a fundraising event.

Task: My responsibility was to collaborate with the team to organize and execute a bake sale that would raise enough money for the new equipment.

Action: I took the initiative to coordinate the event by first reaching out to team members to see who was available and interested in helping. After gathering everyone, I organized a meeting where we could discuss the details: deciding on a date, delegating specific tasks (such as baking, selling, and setting up), and making sure everyone knew what was expected of them. I also ensured that everyone who wanted to participate had a role, whether it was baking, helping with setup, or managing the sales table.

Result: Thanks to the team's collaboration and everyone pulling together, the bake sale was a huge success. We raised £200, which allowed us to purchase the much-needed equipment for the team. The experience taught me the importance of clear communication, delegation, and making sure everyone feels involved and valued in the process.