

# USE THE STAR METHOD TO SHINE!



The **STAR** method is an effective way of providing **evidence** that you have the employability skills an employer is looking for.



## S - Situation

Describe a situation that you were in or a task that you needed to accomplish.

- You must describe a **specific** event or situation, not a generalised description of what you have done in the past.
- Be sure to give enough detail for the Interviewer to understand the context of the situation.
- This situation can be from a previous job, from a volunteer experience, or any **relevant** event.



## T - Task

Describe the **task** or **goal** you were trying to achieve.

- What did you have to do?



## A - Action

Describe the actions you took using an appropriate amount of detail and keep the focus on **YOU**.

- What specific steps did you take and what was your particular contribution?
- Be careful that you don't describe what the team or group did when talking about a project, but what **you** actually did.
- Use the word **"I"**, not **"We"** when describing actions taken by you.



## R - Result

Describe the outcome of your actions and don't be shy about taking credit for your behaviour and efforts!

- What happened? How did the event end? What did you accomplish? What did you learn?
- Make sure that you follow all parts of the **STAR** method. Be as **specific** as possible at all times, without rambling or including too much information.

## EXAMPLE OF HOW TO USE THE STAR METHOD



### Interview Question

Tell me about a time when you incurred a challenge and how you dealt with it.



### Situation (S)

Hotel venue costs had risen and ticket sales for the CIT Business & Humanities Ball were not sufficient to cover the cost of a band.



### Task (T)

As a member of the organising committee, my goal was to find a way to provide really good quality music with a very limited budget.



### Action (A)

I advertised an opportunity through CIT Social Media resources for CIT students who were DJs or members of a band to do auditions to play for the night. I noted that a fee would not be paid, however, expenses would be covered and the successful band/DJ would be guaranteed a series of gigs and promotion for the following year. Five bands applied, and two bands and a DJ were selected by the committee for the ball.



### Result (R)

The night was very successful, we ran the event within budget, and everyone seemed to enjoy the music. I was also delighted that a new practice for using CIT musical talent was established!