

STAR Method Worksheet



Write one true story per sheet, in bullet points, not sentences. Then say it out loud until it takes about 90 seconds to 2 minutes.

THE QUESTION

THE SKILL IT SHOWS

OTHER QUESTIONS THIS STORY ANSWERS

S

Situation the context, in one or two sentences

Where were you, when, and what was going on? Only what the listener needs to understand the problem.

T

Task your responsibility

What were you responsible for, or trying to achieve? What made it hard, and what was at stake?

A

Action most of your answer

What did **you** do, step by step, and why? Say "I", not "we". Name who you involved.

1.

2.

3.

4.

R

Result what changed, and what you learned

A number if you have an honest one (time saved, money, customers, a deadline met). Then one sentence on what you learned.

S + T ~20 sec

Action ~60 sec

Result ~20 sec

- ☐ It's a real story, and it's mine
- ☐ I said "I" for what I did
- ☐ I can answer "what would you do differently?"

- ☐ Most of the time goes to the Action
- ☐ It ends with a result, not "and that's it"
- ☐ I said it out loud, under 2 minutes

Your Story Bank



Most behavioral questions test one of these skills. Have one story ready for each; a strong story often covers two or three.

SKILL	MY STORY, IN A FEW WORDS	THE RESULT
Teamwork worked with others to reach a goal		
Leadership led people or a project, with or without a title		
Conflict a disagreement you resolved		
Failure or mistake what went wrong and what you learned		
Problem solving a hard problem you worked out		
Initiative something you did without being asked		
Pressure a tight deadline or several priorities		
Change adapting to something new or unexpected		
Customer focus a customer, client or user you helped		
Communication explaining, persuading or giving feedback		

Questions to practice with these stories

- Tell me about a time you worked on a team to reach a goal.
- Tell me about a time you had a conflict with a coworker.
- Describe a time you failed. What did you learn?
- Tell me about a time you took the lead without being asked.
- Describe your most challenging project.
- Tell me about a time you worked under a tight deadline.
- Tell me about a time you had to adapt to a big change.
- Describe a time you dealt with a difficult customer.
- Tell me about a time you persuaded someone.
- Tell me about a time you made a mistake at work.

The day before

- ☐ Match each story to the job posting's requirements
- ☐ Say each story out loud once more
- ☐ Check every number I plan to say
- ☐ Prepare two questions to ask them