



## STAR Interview Method

Before you go to your next job/internship interview, prepare for interview questions by learning the STAR method. STAR is an acronym for **Situation, Task, Action, and Results**. It allows you to answer interview questions in a very succinct and effective method. This is an effective tool for answering behavioral based questions which are designed to understand how you would perform in the future based on how you handled things in past situations. Benefits of using the STAR Method include:

- ✓ Creates short bite-sized answers to interview questions
- ✓ Highlights in 1-2 minutes' concrete examples of past accomplishments
- ✓ Keeps one from rambling on in an interview

### STAR Method: Tell a Story (STAR)

- **Situation** (Set the scene giving necessary details: who, what, where, when and how)
- **Task** (Be specific and describe what your responsibility was in that situation)
- **Action** (Explain what steps you took and how you did it)
- **Result** (Share the outcomes your actions achieved)

**Example of the STAR Method:** Tell me a time when you exercised your strengths:

- **Situation:** I was an intern with a nonprofit agency that provided dolphin siting tours in order to raise money for dolphin research.
- **Task:** The organization was looking to increase awareness and funding.
- **Action:** One of my strengths is promoting causes I care about. So I connected the organization with our Career Development staff so they could promote the internship opportunities. Next I recruited students from our film major so they could produce a short informational video which I then put out on their social media platforms. Then I created IG stories on a weekly basis showcasing and promoting the work they do.
- **Result:** Within four weeks I had increased our online engagement by 200%. We were also able to hire three new interns as a result of connecting with the Career Office.

### HOW TO PREPARE FOR A BEHAVIORAL INTERVIEW

- Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, internships, leadership, teamwork, and initiative.
- Prepare short descriptions of each situation; be ready to give details if asked.
- Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).
- Be honest. Don't embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.
- Be specific. Don't generalize about several events; give a detailed accounting of one event.
- Vary your examples; don't take them all from just one area of your life.



**SAMPLE BEHAVIORAL INTERVIEW QUESTIONS:** Practice using the STAR Method on these common behavioral interviewing questions:

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or coworker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to fire a friend.
- Describe a time when you set your sights too high (or too low).

**For More Practice & Information:** Visit <https://pba.biginterview.com>

Big Interview is a software platform with videos on how to interview well, and gives you the opportunity to record practice interviews which are then reviewed by our Career Development staff.