



# STAR Interview Approach Instructions

The most common form of job or internship interview is a behavioral interview during which the interviewer asks questions about your past to help determine your skill level and cultural fit for the organization. Most commonly, interviewers determine what skills are ideal for the job position and then ask questions to determine if the candidate has those skills. Examples of behavioral interview questions include:

- Give me an example of a time when you had to meet a deadline. How do you manage a fast approaching deadline?
- What was the most difficult task you performed on your internship last summer?
- Tell me about a time when you had to go above and beyond the call of duty to get a job done.
- Give me an example of how you manage your time. What factors do you consider? How do you track your progress?
- Describe the most significant or creative presentation that you have had to complete.
- Give me an example of a project you planned and managed.
- Give me an example of an important goal you set for yourself and how you accomplished it.
- Tell me about a time when your opinion was challenged. How did you handle it?
- Tell me about a situation at work in which you experienced conflict and how you resolved it.
- Describe a situation in which you led a group of people.
- By providing examples, convince me that you can adapt to a wide variety of people, situations, or environments.
- Tell me about the toughest group you have had to work with. What made the group tough? How did you handle the situation?
- Give me an example of effective teamwork.
- Give me an example of a time when you took initiative.
- Describe your presentations skills and experience.

Knowing what kinds of questions to expect in your interview is only half the battle because you have to be able to answer the questions, too. The most effective way to answer behavioral questions is the STAR method. Structure your answers to a behavioral interview question by highlighting the **Situation** or **Task** you encountered, the **Action** you took and the **Results** you achieved. To practice answering behavioral interview questions, check out our [STAR Interview Approach Worksheet](#).

For example: Describe a situation in which you led a group of people.

**Situation/Task:** Last year I was the chairperson of my sorority's philanthropy committee. I led a committee of 10 people in organizing and promoting events that benefitted Save the Children, the Brian Piccolo Cancer Fund, and the Winston-Salem Forsyth County School's after school tutoring program.

**Action:** I was responsible for leading weekly meetings, delegating assignments to committee members, and motivating the entire 150 member sorority to get involved with our philanthropic activities.

**Result:** During the year we held two fundraisers each semester---one for Save the Children and one for Brian Piccolo---and raised over \$5,000 for each organization, which was a 20% increase over the previous year. I also arranged for two sorority members to volunteer in the after school tutoring program each week, which enabled elementary school students to improve their reading and math skills. While in the position I not only developed my communication, organization, and management skills, but also gained a greater awareness of the importance of community.



# STAR Interview Approach

Use this worksheet to practice brainstorming SPECIFIC examples to draw upon when asked behavioral questions in an interview (such as "Tell me about a time when you worked with a team" or "Describe to me a situation where you had to meet a deadline."). Be sure to think of a specific **situation/task**, then describe the **action** that YOU took in the situation/task, and finally end your answer with a positive **result**.

## **Skill(s):**

Brainstorm specific skills that you used in a certain situation that you can draw upon in your answer

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## **Situation or Task:**

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## **Action:**

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## **Results:**

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