



# STAR METHOD

## *Behavior Based Interviewing*

**B**EHAVIORAL based interview is a style of interviewing that many companies and organizations use in the selection process. The basic principle behind behavioral interviewing is that: *The most accurate predictor of future performance is past behavior in a similar situation.* These questions often start of by “Tell me about a time.” The STAR method is a structured manner of responding to a behavioral based interview question by discussing the specific Situation, Task, Action, and Result of the example you are describing.

### **P**REPARING for a Behavioral Interview:

- ★ Review the desired skills, characteristics, and qualifications noted on the job description
- ★ Identifying examples of situations from your experiences on your resume where you have demonstrated the behaviors a given company seeks
- ★ i.e. If the company is looking for leadership ability, brainstorm an example of a time you lead a group to success
- ★ Use examples from past job, volunteer, class, extracurricular or any relevant experience.

### **D**URING a Behavioral Interview:

- ★ Listen carefully to the question; Ask for clarification if necessary, and make sure you answer the question completely
- ★ Be specific and detailed. Tell about a particular situation that relates to the question, not a general one
- ★ Be honest. Do not embellish or omit any part of the story
- ★ Choose ONE situation to describe not 2+ unless the interviewer asks for multiple examples; Give a detailed accounting of that one event
- ★ Keep it POSITIVE
- ★ Vary your examples; do not draw from just one experience
- ★ Be results and action oriented, do not forget to describe the RESULTS! Quantify your results whenever possible

### **S**ITUATION

Set the stage for the interviewer by providing an overview of the situation and any relevant background information. Be specific and succinct.

### **T**ASK

Describe the tasks involved in that situation. What goal were you working toward?

### **A**CTION

Describe the actions *you* took to address the situation with an appropriate amount of detail. What specific steps did you take and what was *your* particular contribution?

### **R**ESULT

Describe the outcome of your actions and don't be shy about taking credit for your behavior. Your answer should contain multiple positive results whenever possible.

Finish with what your **learned** from the experience.



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### **E**XAMPLES of behavioral interview questions:

- ★ Tell me about a time when you lead a group to success (leadership)
- ★ Tell me about a time you were a part of a team. What was your part in making that team successful? (teamwork)
- ★ Tell me about a time when you had to make a quick decision with out all of the necessary information (conflict/ time management)
- ★ Tell me about a time when you were able to help improve a work procedure by making good suggestions to your supervisor or co-worker (initiative/leadership)
- ★ Tell me about a time you were able to strengthen a relationship by communicating effectively (communication)

### **P**RACTICE!

★ **Question:** \_\_\_\_\_

**Situation:** \_\_\_\_\_

\_\_\_\_\_

**Task:** \_\_\_\_\_

\_\_\_\_\_

**Action:** \_\_\_\_\_

\_\_\_\_\_

**Result:** \_\_\_\_\_

\_\_\_\_\_

★ **Question:** \_\_\_\_\_

**Situation:** \_\_\_\_\_

\_\_\_\_\_

**Task:** \_\_\_\_\_

\_\_\_\_\_

**Action:** \_\_\_\_\_

\_\_\_\_\_

**Result:** \_\_\_\_\_

\_\_\_\_\_