

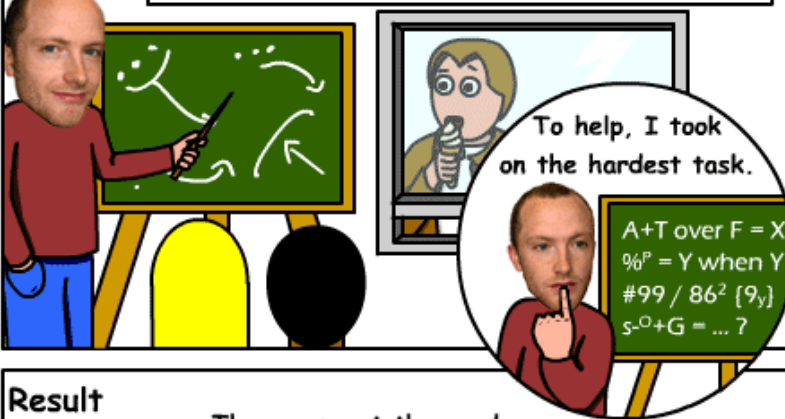
Situation I was involved in a group project at university & one person just wouldn't do any work.



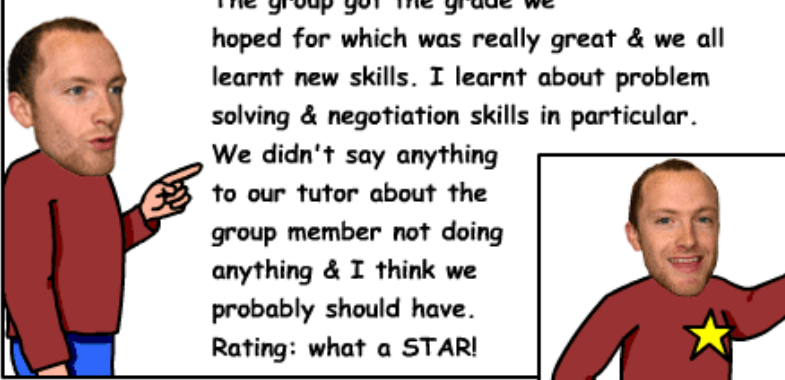
Task I wanted the rest of us to pull together & achieve good grades.



Action I suggested how we could redistribute the work & reminded everyone that we needed good marks.



Result



The group got the grade we hoped for which was really great & we all learnt new skills. I learnt about problem solving & negotiation skills in particular. We didn't say anything to our tutor about the group member not doing anything & I think we probably should have. Rating: what a STAR!

The STAR method

- ➔ **Situation**
What was the situation? How many people were there? What was their position? How long did you know these people/this organisation? How much information did you have?
- ➔ **Task**
What was your task or role? What were your responsibilities? How did you know this?
- ➔ **Action**
What action did you undertake? How did you do this? Did that work at once or did you have to try again?
- ➔ **Result**
What was the result? Were you happy with that? What did you learn? How would you do this differently next time?

To use the STAR technique effectively, remember:

- ➔ You are the STAR of the story, so focus on your actions, even if they were only a small part of a larger whole.
- ➔ Tell a story. Narrate the events, using relevant detail about what you did.
- ➔ Show clearly that you set yourself a task in response to a situation. What opportunity did the situation offer you? And how did you make the most of it?
- ➔ Use the STAR acronym to move from the situation, through the task, to your actions, and finally to the result.

What does this example tell an employer?

- ➔ This STAR story gives evidence of initiative, leadership, negotiation, problem solving and teamworking.
- ➔ You can use the STAR technique to describe not only how you responded to a given situation, but also how you actively created an opportunity to develop or demonstrate a particular skill or quality.