Star Method Interviewing

When using this method for answering situation or behavioral questions:

1. Use specific situations without all the details
2. Always end with a quantitative result. NOT is “everything worked” or “accomplished task”
3. Practice, Practice & Practice. Become a good storyteller.

To prepare for your job interview, search the internet for interview questions that are related to the job description, then use this template to structure your answers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SITUATION**  Describe the situation, context, and background | **TASK**  Describe what was required of you | **ACTION**  Describe what you did, how you did it, and tools you used | **RESULT**  Describe what was required of you |
| Can you give an example of how you convinced your supervisor to execute an idea or concept? |  |  |  |  |
| Give an example of when you helped a co-worker |  |  |  |  |
| Give an example of when you had to learn something quickly without knowing anything about it. |  |  |  |  |
| Describe a scenario when you used Data to achieve your goals |  |  |  |  |
| Can you tell how you resolved a disagreement with your boss? |  |  |  |  |
| What is your greatest weakness |  |  |  |  |
| Greatest Strength |  |  |  |  |
|  |  |  |  |  |
| Tell me about a time you had a difficult situation with a client fellow worker) |  |  |  |  |
|  |  |  |  |  |
| Tell me about a time you made a mistake in the past or missed a deadline |  |  |  |  |

**Why we should hire you for this position?**

Answer: Based on the job descriptions, I believe I meet many of the requirements for this position:

Then, list the 2-3 reasons: Such as how you will make a positive impact, the job fits personal career goals etc.

**Tips would give a candidate with their resume:**

1. 1-2 pages
2. Use bullets points (no more than 3-6 max)
3. Check spelling and grammar
4. Military Veteran NOT “Retiree”
5. Ensure the qualifications align with the job description. Each resume is unique and should stand on its own.
6. Use a summary of how you would be a good fit. Or display your soft skills here.
7. Assume the reader knows nothing about the military
8. No military Jargon. Change Platoon SGT to Team lead
9. Touch on key attributes required for the position
10. Use numbers when all possible to display results

**End of the interview (sample questions from interviewee)**

What are the team goals for this position?

(Interviewer) what do you like most about working for (company)?

Is this a new opening for (company)?

Are there any concerns you have with my resume or my abilities to fit into this position?

**NOTE:** If asked by interviewer salary expectations.

Turn the question around and ask the interviewer what is the typically pay range for this position?

(Be sure and do some homework so you know the range)