

STAR Method Guidance Worksheet

S — Situation

Provide brief context. What was the setting? What problem or opportunity existed? Who was involved?

T — Task

What were you responsible for? What was the goal or expectation? What was at stake?

A — Action

Describe the steps you personally took. What decisions did you make? How did you collaborate? What tools or strategies did you use?

R — Result

What happened because of your actions? Can you quantify the impact? What did you learn that applies to future roles?

STAR Quick Template

S: "In my role as ____ at ____, we faced ____."

T: "My responsibility was to ____ so that ____."

A: "I did three things: (1) ____, (2) ____, and (3) ____."

R: "As a result, ____ improved by ____, and I learned ____."