



Employment Support Inc.

...Supporting with your career growth

STAR METHOD INTERVIEW WORKSHEET

Question:

(Write the interview question here)

Prepare your response using the STAR Methodology:

S – Situation

Set the stage. Describe the context.

- Where were you working?
- What was happening?
- Who was involved?

Template: “In my role as _____ at _____, we faced _____. The situation was _____.”

T – Task

Define your responsibility.

- What was expected of you?
- What goal or challenge were you addressing?

Template: “My responsibility was to _____. I needed to _____ within _____.”

A – Action

Explain what you did.

- What steps did you take?
- How did you approach the challenge?
- What skills/tools did you use?

Template: “I took the following steps: _____. I collaborated with _____, used _____, and implemented _____.”

R – Result

Show the impact.

- What happened because of your actions?
- Can you quantify the outcome?
- What did you learn?

Template: “As a result, _____. This led to _____ (quantifiable outcome). I learned _____ and strengthened my ability to _____.”

Sample Interview Question: Tell me about a time you improved a process at work.

Sample STAR answer:

- **Situation:** As an HR coordinator at XYZ Corp, our onboarding process was inconsistent and caused delays.
 - **Task:** I was responsible for streamlining the process to improve new hire experience.
 - **Action:** I mapped the existing workflow, identified bottlenecks, introduced a digital checklist, and trained managers.
 - **Result:** Onboarding time decreased by 30%, new hire satisfaction scores improved, and leadership recognized the initiative.
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We are here to support!

We support professionals and job seekers with:

1. Job Search Strategies
2. Interview Preparation
3. Resume Review & Writing
4. Career Coaching- Goal setting, Development Planning, Career Transition
5. First 90 Days Support
6. Workplace Conflict Management Strategies & many more!

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