

Most interview questions are '**competency**' based, designed to check how well your **experience** and **qualities** match those set out in a job description.

To make the most of your interview, adopt the **STAR** method to your responses:

- **Situation**
- **Task**
- **Action**
- **Response**

### STAR METHOD

### PREPARATION

Look at the **skills/qualities** in the **job description** prior to your interview. Make a table; for each skill/quality, note down the STAR method of response & practice these.

Skill / Quality	Situation	Task	Action	Response
Leadership				
Teamwork				
Communication				

*\*Preparing questions to ask at the end of the interview is always essential.*

# S

### SITUATION

Describe the situation that you were in, set the scene and give details.

10%

# T

### TASK

Explain the tasks needed to be completed to resolve the challenge / situation.

**Highlight:**

- Challenges
- Constraints
- Deadlines

20%

# A

### ACTION

Provide details about the action you took.

**Highlight:**

- Teamwork
- Leadership
- Initiative
- Integrity

60%

# R

### RESULTS

Describe the outcome of your actions.

**Highlight:**

- Achievements
- Improvements / what you learnt from it

10%

A common interview question may ask you to tell the interviewer about a time when you've been in a team, a typical response would be to list the teams that you've been in. This is a **poor response** and misses the chance to show how your **qualities** make you suitable for the role. **The STAR method has been used to answer this question:**

### EXAMPLE

*My year 8 Drama lesson was always challenging. Drama was not my strongest subject and my class were sometimes poorly behaved.*

### EXAMPLE

*We were split into teams to put a performance together on peer pressure. Everyone had to take part, some people in my group didn't want to perform, and others didn't care. After 5 minutes we'd not achieved anything.*

### EXAMPLE

*I took the lead in the group, dividing roles to each team member based on their skills. I had to motivate those in the group who didn't care. I communicated well with my team to make sure everyone knew what they had to do*

### EXAMPLE

*At the end of the 20 minutes we all took part in the performance and delivered it successfully. On reflection I would like to have taken more time to encourage the quieter members of the team to take part.*