

# USING THE STAR METHOD TO ANSWER INTERVIEW QUESTIONS

Tips: - Avoid hypothetical situations. Focus on real experiences. - Don't spend too much time on the background. A few sentences are enough.

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## SITUATION

**Purpose:** Set the stage by describing the background of the situation. Be concise but informative to give the interviewer context.

**How to Answer:** - Keep it Relevant: Choose a situation related to the question asked, ideally one that demonstrates skills the job requires. - Be Specific: Avoid vague descriptions. Instead, describe the specific scenario with details like when it occurred and where. - Example: In my previous role as a project manager, we had a major client request a project overhaul just two weeks before the deadline.

## TASK

**Purpose:** Explain the specific responsibilities or challenges you faced. This part demonstrates your role in the situation.

**How to Answer:** - Identify the Objective: Clearly state your role and what was required of you. If it was a team effort, emphasize your specific contributions. - Be Clear About Challenges: If the task was challenging, mention why. This sets the stage for your actions. - Example: My task was to revise the project plan, incorporate the client's changes, and ensure the team could meet the new requirements within the two-week timeframe.



## ACTION

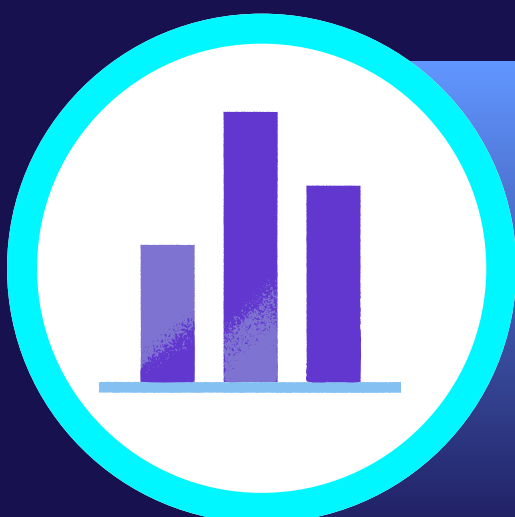
**Purpose:** This is the core of your response, where you explain exactly what steps you took to resolve the issue or complete the task.

**How to Answer:** - Be Detailed: Walk through the steps you took, explaining your thought process and specific actions. - Demonstrate Skills: Mention any particular skills, tools, or approaches you used that are relevant to the role. - Example: I quickly organized a meeting with my team to brainstorm solutions, assigned tasks based on strengths, and regularly checked in to ensure progress.

## RESULTS

**Purpose:** Highlight the outcome of your actions, focusing on positive results and measurable achievements.

**How to Answer:** - Be Quantitative: Where possible, use numbers to quantify your success (e.g., increased sales by 20 percent). - Mention Impact: Highlight how your actions benefited the organization or contributed to the project's success. - Example: As a result, we completed the project on time and received positive feedback from the client, leading to a 15 percent increase in repeat business.



## FINAL TIPS

Choose real examples from past experiences. Use metrics and specific outcomes to strengthen your answers. Keep each part of STAR balanced to ensure clarity. Practice ahead of time to recall details quickly. Avoid rambling; stay concise and focused.