

## ACE YOUR INTERVIEW CHALLENGE

### Week 3: Be A **S.T.A.R.** – TIP SHEET

#### What is S.T.A.R?:

#### **S**ituation, **T**houghts, **A**ctions, **R**esults

This is a great formula for when you are asked to use examples from your life to demonstrate transferrable skills! These types of questions are called “situational” interview questions – they ask you to describe a situation and how you handled it.

The best way to answer a situational interview question is to apply the S.T.A.R. formula. It makes the answer easier for the interviewer to follow and it shows that you are an organized thinker.

It will also help you remember all the details that you want to talk about in your interview!

#### Example:

#### Question:

*Tell me about a time when you had to manage many deadlines and commitments at the same time? What did you do?*

**Answer** (Consider breaking your answer down like this):

- **Situation: Describe what was happening**
  - *In one week, I had a math test on Wednesday, and a book report due on Friday. I also had soccer practice two nights that week – Tuesday and Thursday, and had to take care of my younger brother after school, because my parents both had to work late that week.*
  - **Hint: transferrable skills shown here – organization and time management**
  
- **Thoughts: Describe what went through your mind**
  - *I knew that I would have to really organize my time to make sure that I didn't fall behind on my schoolwork or miss my practices, because both are very important to me. I also had to make sure that my brother was taken care of, because there was nobody else who could look after him for a couple of hours after school.*
  - *I had to come up with a plan to make sure that I could do everything that I had to do.*
  - **Hint: transferrable skill shown here – setting priorities/identifying what is most important and doing that first**
  
- **Actions: Describe what you ended up doing**
  - *After school, every day I would pick up my brother and bring him home, and I would make him do his homework. If he didn't have homework, I let him watch TV while I did my homework.*
  - *On Monday evening, and on Tuesday before and after soccer practice, I studied for my math test, which was on Wednesday.*

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- *I had started my book report the weekend before so that I could have most of the work done, and wouldn't be rushing to finish it.*
- *On Wednesday evening and on Thursday before and after soccer practice I worked on and finished my book report, which was due Friday.*
- *Because I knew that my parents had to work late that week and I couldn't leave my little brother home alone, I let my coach know the week before that I would be arriving late to practice, and I told her why.*
- **Hint: transferrable skills shown here – setting priorities, multitasking, organizing, planning, communicating**
- **Results: Describe the outcome**
  - *I got my brother home from school safely each day, and looked after him while I was working on my homework.*
  - *I studied for my test and passed.*
  - *I completed and handed in my book report on time and didn't need an extension.*
  - *I made it to both of my soccer practices that week and wasn't penalized for being late, since I told my coach in advance.*
  - *I met all of my responsibilities and I kept my commitments.*

### **For next class:**

Think about a time where you solved a problem either at home, at school, with friends, or at work (for those of you with part-time jobs). What did you do? What happened?

Try to answer that question using the S.T.A.R. formula – write it down if you like. Come to next class prepared to talk about it!

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