



S.T.A.R. Interviewing Practice Sheet

Introduction

During an interview, you should be prepared to share examples from your academic, internship, and work experience. It is especially important to incorporate examples when addressing behavioral interview questions, as many employers believe that the most accurate predictor of future performance is past performance in a similar situation.

When providing examples and addressing behavioral interview questions, it is important to provide the interviewer(s) with S.T.A.R. responses. S.T.A.R. responses are comprised of:

- S – Situation: Describe the situation; provide context that sets the stage for the example
- T – Task: Explain the task at hand and what you were trying to accomplish
- A – Action: Describe the actions you took in the situation
- R – Result: Share the outcome and what you learned from the experience

Practice Developing S.T.A.R. Responses

Communication

Describe a time when you had to assist an angry customer in person or over the phone.

Situation: _____

Task: _____

Action(s): _____

Result(s): _____

Conflict Management

Tell us about a time when you experienced a conflict with a coworker or teammate. What strategies did you use to resolve the situation?

Situation: _____

Task: _____

Action(s): _____

Result(s): _____

Decision Making

Tell us about a time when you made a bad decision. What did you learn from the situation?

Situation: _____

Task: _____

Action(s): _____

Result(s): _____

Diversity

Describe a time when you noticed someone was not respecting diversity. How did you respond?

Situation: _____

Task: _____

Action(s): _____

Result(s): _____

Ethics and Integrity

Tell us about a time when you witnessed a friend or colleague do something wrong. How did you respond?

Situation: _____

Task: _____

Action(s): _____

Result(s): _____

Leadership

What strategies have you used to get individuals to work well together to achieve a common goal?

Situation: _____

Task: _____

Action(s): _____

Result(s): _____

Team Work

When working within a team, what role do you typically take on? Please provide an example.

Situation: _____

Task: _____

Action(s): _____

Result(s): _____

Sample questions to ask after the interview has concluded- Pick 2-3

Role & Responsibilities

- What does success look like in this role after 3, 6, and 12 months?
- What are the most immediate projects or challenges I'd be working on?
- What qualities have helped past employees succeed in this position?

Team & Culture

- Can you tell me more about the team I'd be working with?
- How would you describe the company culture here?
- How do team members typically collaborate—formally in meetings, or informally day to day?

Leadership & Management

- How do you typically provide feedback to your team?
- What is your management style?
- What do you enjoy most about working here?

Career Growth & Development

- What opportunities for growth and development are available?
- Are there mentorship or training programs for employees?
- How do you support employees in achieving their career goals?

Company Direction & Strategy

- How has the company evolved over the past few years?
- What are the company's top priorities or goals for the next year?
- How does this department contribute to the overall mission of the company?

Closing Questions

- Is there anything about my background that gives you pause or that I could clarify further?
- What are the next steps in the interview process?
- When do you expect to make a decision for this role?