

# Crafting your career story

## Tell your story. Market yourself. Ace the interview.

Providing relevant examples that showcase your skills and **career competencies** is an important skill to ace an interview. Prior to an interview, develop 3-5 stories that explain how your skills relate to the job that you are applying to. Use various examples to highlight your education, work experiences and other involvement.

**Step 1:** Review the STAR method. Use this interview technique to tell a story.

# S

## Situation

Provide relevant information to explain your example.

# T

## Task

Describe the specific challenge or task that relates to the question.

# A

## Action

Share the actions that you took to accomplish the task.

# R

## Result

Present the results that followed because of your chosen action.

**Step 2:** Practice your response to common interview questions below. Answer each question using the STAR method to highlight your experience. Click on each icon to review the corresponding **career competency** and determine how you can better improve your responses.



## Leadership

Tell me about a time when something went wrong at work and you took charge.

**Situation:**

**Task:**

**Action:**

**Result:**



## Teamwork

Describe a time you when used teamwork to overcome a challenge.

**Situation:**

**Task:**

**Action:**

**Result:**



## Conflict resolution

Tell me about a time you worked with a difficult classmate or colleague. How did you work with them?

**Situation:**

**Task:**

**Action:**

**Result:**



## Time management

When you worked on multiple projects, how did you prioritize your tasks?

**Situation:**

**Task:**

**Action:**

**Result:**



## Goal setting

Give an example of how you set goals and achieve them.

**Situation:**

**Task:**

**Action:**

**Result:**



## Problem solving

Give us an example of a situation when you realized that you would not be able to meet the set deadline. What did you do?

**Situation:**

**Task:**

**Action:**

**Result:**



## Adjusting to change

Provide me with an example of how you handled change in the workplace.

**Situation:**

**Task:**

**Action:**

**Result:**



## Learning new technology

Describe a time where learned and used new technology.

**Situation:**

**Task:**

**Action:**

**Result:**



## Working with diverse populations

What opportunities have you had to work with and collaborate with others in a diverse, inclusive setting?

**Situation:**

**Task:**

**Action:**

**Result:**