

INTERVIEWING:
STAR STORY CREATION ASSIGNMENT



INSTRUCTIONS

Please review the following material. Then, create 6-10 STAR stories that demonstrate your skills. This is an opportunity to document your biggest accomplishments. You're encouraged to use the following format as a guide.

"Tell me about a time when you..."

Chances are you've had an interview question that began with this phrase. You may not have known it at the time, but you were being asked a behavioral interview question.

Behavioral interviewing is based on the psychological premise that human beings are essentially creatures of habit. Our past behavior is often the best indicator of our behavior in the future. Therefore, if we as candidates are able to provide concrete examples of ways we have used our talents and skills to achieve great things in our professional experience, hiring managers have every reason to expect that you will continue your track record of achievement ***in their business as well.***

Since precisely and succinctly articulating your achievements is so important, we will provide a proven framework to help you answer those interview questions.

HOW DO I GET STARTED IDENTIFYING MY ACCOMPLISHMENTS?

"There are three ways of gaining wisdom. The first is reflection, which is the highest."

~Confucius

DEMONSTRATING MY VALUE THROUGH STAR STORIES

Situation

What was your role in this accomplishment? What was expected of you? When? Who else was involved or impacted?

Task

What was the task or challenge?

Action

What was your thought process? What specific steps did you take? What decisions were made? Describe the sequence.

Result

What was the bottom-line impact of your actions? Long-term impact? (Use numbers to relate your results)

Many of the career activities we undertake will begin and end with thoughtful periods of self-reflection. Here are some ideas to help you identify your most compelling accomplishments.

SOURCES FOR IDEAS:

- Performance evaluations
- Recognition emails and notes
- Conversations with former supervisors, peers, subordinates, vendors and customers
- Employee-of-the-Month Awards
- Publications, productions, and software applications

QUESTIONS TO SPUR INTROSPECTION:

- In my job, what special things did I do to set myself apart? How did I do the job better than anyone else did or than anyone else could have done?
- How did I go above-and-beyond what was asked of me in my job description?
- How is my team/department better off than before I joined?
- What am I most proud of? Provide physical evidence of contributions (i.e., - reports, plans, brochures, products, websites, letters of appreciation)

QUESTIONS TO SPUR INTROSPECTION:

- What measurable outcomes have been achieved as a result of my work? How were others impacted? (Manager, team, department, company, customers, community, industry)?*
- If part of a group accomplishment, what measurable outcome did the group achieve? (i.e., Did it exceed some kind of goal by x% [quantitative result]*? How was the organization changed or improved [qualitative result]?)

**Numbers can be absolute or relative. They can be relative to prior efforts, company's past record, industry standards, or competitors. You are not expected to quantify everything. You are required to demonstrate how your work created positive change if the business.*

STAR ACTIVITY

Using what you've learned from this presentation, develop the 6-10 STAR stories; a form is provided to document your thoughts.