

Handout 1: STAR Worksheet

Use this framework to structure clear and confident interview answers.

STAR = Situation | Task | Action | Result

1. **Situation** – What was happening? Provide brief context.

2. **Task** – What was your responsibility or goal?

3. **Action** – What specific steps did you take?

4. **Result** – What was the outcome? (quantify or qualify impact if possible)

■ Tip: Keep your STAR answers to 2–3 minutes. Focus on your contribution and impact. Tell it as a story rather than just the facts