

# Interview STARK worksheet

Behavior-based interview style is based upon the belief that the best predictor of an individual's future performance are past behaviors. Employers and hiring managers use behavior-based interviews to get a sense of how you will respond in future work situations, helping them assess whether you are a good fit for the position they need to fill. Behavior-based questions usually start with "Describe for me..., Tell me about a time when...Give me an example of..."

|                                |  |
|--------------------------------|--|
| <b>S</b> = Situation / Problem | Describe a specific situation that relates to the question |
| <b>T</b> = Task                | Describe your task. What goals did you have?               |
| <b>A</b> = Action              | Describe the action you took.                              |
| <b>R</b> = Results / Outcome   | Describe the positive result or outcome of the situation   |
| <b>K</b> = Knowledge           | Describe what you learned, what skill did you develop?     |

**PREPARATION** - Use the STARK method to craft your answers for behavior-based questions. When developing your answers, understand what skill or ability is needed for the job you are applying for. Your job is then to answer in a way that enables you to also highlight the skills, knowledge, or abilities you used in that specific situation that are needed to be successful in the position you are applying for.

**PRACTICE** - Use the following table to craft your answers and identify the skill / ability you want to articulate.

| Sample Question  | Can you give me an example of a time when you disagreed with someone either at work or in class?   | Sample question #1: | Sample question #2 |
|------------------|--|---------------------|--------------------|
| <b>Situation</b> | <i>During my internship with ABC company, I was asked to review the employee onboarding manual, which was a 2" thick binder, and make recommendations for improvements</i>   |                     |                    |
| <b>Task</b>      | <i>One recommendation I made was to convert it into a digital format, however the manager was resistant, stating employees preferred the hard copy format – which I disagreed with.</i>  |                     |                    |
| <b>Action</b>    | <i>So, I spoke with all the new hires within the last year and asked them to complete a short survey about their preference for format of the employee onboarding manual, as well as asking them for other improvements.</i>                   |                     |                    |
| <b>Result</b>    | <i>The response was 90% would have preferred a digital format. When I presented this information to my manager, she thanked me for uncovering this information and gave me the green light to begin transforming it into a digital format.</i> |                     |                    |
| <b>Knowledge</b> | <i>That experience taught me that equipping myself with research and facts can make instilling change a little easier.</i>   |                     |                    |

