Using the STAR Model

The STAR model is a very effective tool that you can use in both job applications and job interviews. Use it in an application form to provide evidence that you have the 'essential criteria' that the job role requires; and use it in an interview when answering competency based questions. STAR allows you to focus your thoughts and structure your responses in a clear and concise way. If you prepare some STAR examples in advance, your answers will be detailed and specific. You will be able to showcase your abilities and demonstrate your Unique Selling Points.

How to use STAR

Start with the Job Description and Person Specification:
1. Carefully scrutinize the advert, job description and person specification of the role
2. List the key elements of the role and identify key words that encapsulate each of the "Essential" and "Desirable" criteria. Keep these as short as you can.
3. Once you have a list you can begin to identify your examples and structure your responses.

The STAR Model

Against each of the key words/elements you have identified try and think of at least 3 situations when you have demonstrated ability in each area. Using these situations, structure your responses as follows:

Situation	Set the scene: explain the situation you encountered or the context in which you were working. It is important for the interviewer to engage and relate to your answer.
Task	Explain what part/role you took in the situation. What were you tasked with, what did you have to do?
Action	Explain the action you took to address the situation / perform the task. Ensure you are speaking only about you and avoid using "we" here.
Result	Explain the outcome or impact of your action - how your work resulted in a positive outcome. Close the loop!

Create a Bank of Examples

Further reduce your stress by creating a "bank" of examples, evidencing how you successfully demonstrated different competencies. Remember to close one **STAR** example before introducing the next (e.g. "A further example of … was when I …").

Sources of support

- The University of Cumbria Careers and Employability Service is here to support you during your studies and for up to three years after you complete your course – www.cumbria.ac.uk/careers.
- You can get feedback on your CV, cover letter or job application by submitting it for review on **My Career Enriched**. Include the job details (job advert, job description, person specification) and we will give you some written feedback and advice on what might need improving. We aim to respond within 5 working days so please take this into account with regards to closing dates.
- Book a mock interview and improve your interview skills. Access our appointments calendar via **My Career Enriched**

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