**How to STAR in your job interviews**

Job interviews can be intimidating experiences for anyone – from the entry-level worker to the high-level executive. To be a top contender for a position you must interview well. Here is one method to help you prepare to present yourself in the best possible way to an employer.

**Assess your skills and experiences**

* Focus on 3 to 4 areas where your skills are the strongest. Knowing these will help you tell your interviewer why they should hire you.
* Examine your work and education background. Look for skills and experiences that match the job description.

**Create a list of Personal experiences to relate**

Employers want real examples of how you behave and perform professionally. Tell them a short story.

* Identify examples that illustrate where and how you have performed well using your skills and background, and relate them to the job for which you are applying.
* Include what you learned or what you might do differently in the future.

The **STAR** method is a helpful way to organize your thoughts and communicate clearly.

**S**: Explain the ***Situation***

**T**: Describe your role or ***Task***

**A**: The ***Action*** you took

**R**: The ***Results*** of your action

Be able to describe your useful skills in common terms in case your interviewer is not an expert in the field. For example:

**Situation**: When I worked at the state library, many of the books were not filed correctly.

**Task**: I was in charge of shelving books on three floors.

**Action**: I designed and proposed a new employee training method to my boss. I then presented the new method to the library assistants at the next staff meeting and everyone contributed ideas for the new training on shelving.

**Result**: After that meeting, there were fewer misplaced books, and customers asked fewer questions about finding missing books.

For additional advice on enhancing your communication skills, overcoming nervousness and anxiety, and gaining experience in the art of interviewing, contact CWU Career Services to schedule an appointment with a career counselor.