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# STAR METHOD

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## BEHAVIORAL INTERVIEWING

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Behavioral Interviewing is a style of interviewing that more and more organizations are using in their hiring process. The basic premise behind behavioral interviewing is this: the most accurate predictor of future performance is past performance in a similar situation. It focuses on experiences, behaviors, knowledge, skills and abilities that are job related. Traditional interviewing questions ask you general questions such as "Tell me about yourself." The process of behavioral interviewing is much more probing and works very differently. Employers predetermine which skills are necessary for the job for which they are looking and then ask very pointed questions to determine if the candidate possesses those skills. For example, if successful leadership is necessary for a position, you may be asked to talk about an experience in which you were a leader as well as what you think makes a good leader. To assess which skills the employer seeks, review employer literature, speak with alumni, family and friends who work for the employers, and listen carefully during the organization's information session.

During a behavioral interview, always listen carefully to the question, ask for clarification if necessary, and make sure you answer the question completely. Your interview preparation should include identifying examples of situations from your experiences on your resume where you have demonstrated the behaviors a given company seeks. During the interview, your responses need to be specific and detailed. Tell them about a particular situation that relates to the question, not a general one. Briefly tell them about the situation, what you did specifically, and the positive result or outcome. Your answer should contain these four steps (Situation, Task, Action, Result or "STAR") for optimum success.

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**Situation:** give an example of a situation you were involved in that resulted in a positive outcome.

**Task:** describe the tasks involved in that situation.

**Action:** talk about the various actions involved in the situation's task.

**Results:** what results directly followed because of your actions.

Before the interview process, identify two or three of your top selling points and determine how you will convey these points (with demonstrated STAR stories) during the interview.

It is helpful to frame your answer as a story that you can tell. Typically, the interviewer will pick apart the story to try to get at the specific behavior(s) they seek. They refer to this as "digging a well." The interviewer will sometimes ask you open ended questions to allow you to choose which examples you wish to use. When a part of your story relates to a skill or experience the interviewer wishes to explore further, he/she will then ask you very specific follow-up questions regarding your behavior.

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These can include "What were you thinking at that point?" or "Tell me more about your meeting with that person." or "Lead me through your decision process."

*Whenever you can, quantify your results.* Numbers illustrate your level of authority and responsibility. For example: "I was a shift supervisor." could be "As Shift Supervisor, I trained and evaluated 4 employees."

Be prepared to provide examples of when results didn't turn out as you planned. What did you do then? What did you learn? Your resume will serve as a good guide when answering these questions. Refresh your memory regarding your achievements in the past couple of years. Demonstration of the desired behaviors may be proven in many ways. Use examples from past internships, classes, activities, team involvements, community service and work experience.

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### EXAMPLE OF A STAR ANSWER

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**Situation:** During my internship last summer, I was responsible for managing various events.

**Task:** I noticed that attendance at these events had dropped by 30% over the past 3 years and wanted to do something to improve these numbers.

**Action:** I designed a new promotional packet to go out to the local community businesses. I also included a rating sheet to collect feedback on our events and organized internal round table discussions to raise awareness of the issue with our employees.

**Result:** We utilized some of the wonderful ideas we received from the community, made our internal systems more efficient and visible and raised attendance by 18% the first year.

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### EXAMPLES OF A BEHAVIORAL QUESTION

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Behavioral questions can be difficult if you are not prepared. Always try to be conscious about what the recruiter is trying to find out about you by asking you a particular question. Setting up a mock interview with the MIT Careers Office is an excellent way to practice. Here are some examples:

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe an instance when you had to think on your feet to resolve a problem.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- By providing examples, convince me that you can adapt to a wide variety of people, situations and environments.
- Describe a time on any job that you held in which you were faced with problems or stresses that tested your coping skills.
- Give me an example of a time in which you had to be relatively quick in coming to a decision.
- Tell me about a time in which you had to use your written communications skills in order to get an important point across.