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## Interview Preparation and Practice Exercise

### Writing and articulating your greatest achievements with impact

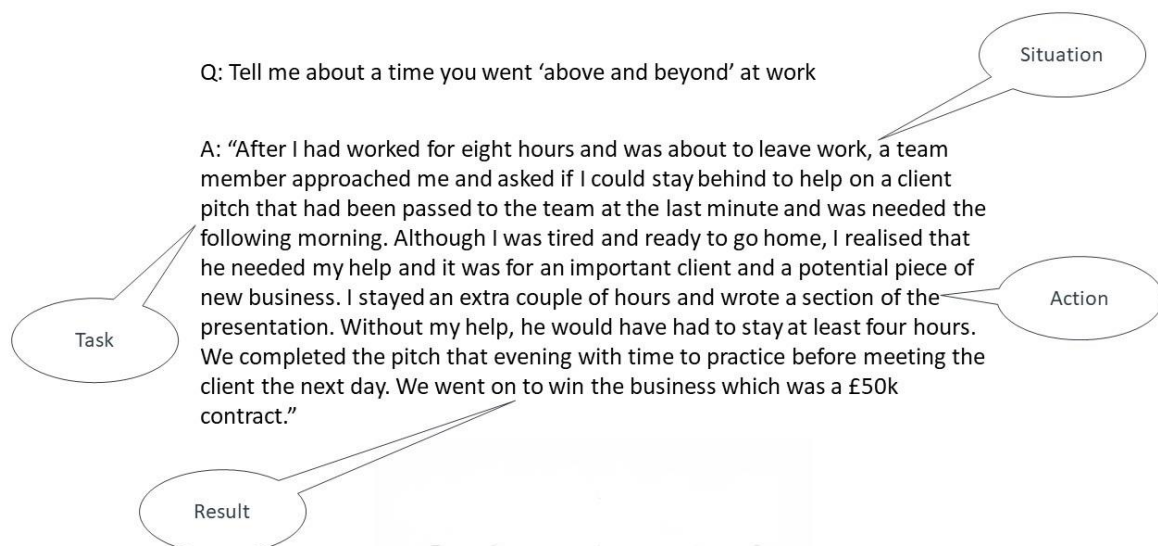
#### 1. Preparation

When preparing for an interview, invest time in brainstorming your greatest achievements to date. These should be things you have personally delivered and there has been a tangible output and benefit. The STAR Model below is a helpful format when thinking them through.

### The STAR Model

- ★ Situation Set the scene and give the necessary details of your example
- ★ Task Describe what was needed in that situation
- ★ Action Explain exactly what steps you took to address it
- ★ Result Share the outcomes your actions achieved including numbers

This simple example explains how you would use the STAR Model to answer an interview question:



## 2. Practice

When you are preparing for an interview, you should practice saying your examples out loud.

To make them even more impactful, lead with the **Result**.

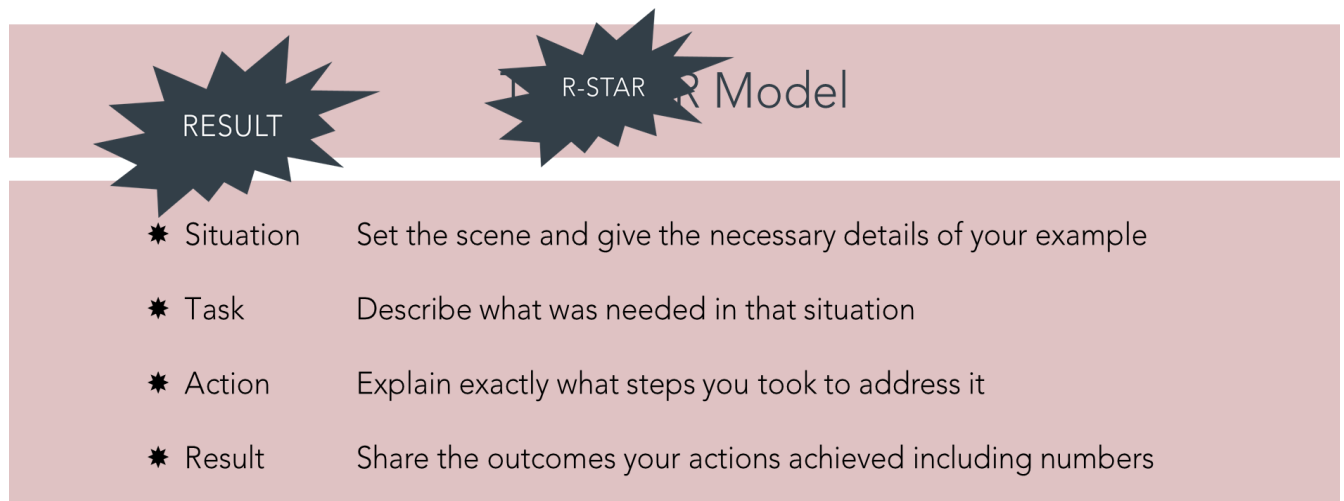
So using the example above

→ Q: Can you tell me about a time you went above and beyond at work?

Instead of starting with the **Situation**, and setting the scene as above, give the interviewer a taster of the Result you achieved first, as below:

→ A: Yes, I will tell you about a time I contributed to winning a £50k contract. [Pause for impact, then go into the STAR as before...] After I had worked for eight hours... etc.

I call this the **R-STAR model**.



For each of your greatest achievements fill in the following and practice saying it until it becomes natural:

<b>Result (taster sentence)</b>	Share a taster of what is to come – the most impressive output, ideally a metric.
<b>Situation</b>	Set the scene and give the necessary details of your example
<b>Task</b>	Describe what was needed in that situation
<b>Action</b>	Explain exactly what steps you took to address it
<b>Result (in full with all outputs / metrics)</b>	Share the outcomes your actions achieved including numbers