

## STAR Method Worksheet: Behavioral Reflection

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 1: Select Your Competency

Check the box that best fits the story you are about to tell:

- Communication
- Adaptability
- Emotional Intelligence (EI)
- Collaboration
- Critical Thinking
- Continuous Learning

### Step 2: The STAR Narrative

Competency	Your Response
Situation	<i>Set the scene. What was the context?</i>
Task	<i>What was the specific challenge or goal?</i>
Action	<i>What specific steps did <b>you</b> take? (Focus on your individual contribution)</i>
Result	<i>What was the outcome? Use metrics, feedback, or "lessons learned."</i>

#### Tips for Success

- **The 60% Rule:** Spend the most time on the **Action**. This is what interviewers/managers care about most.
- **Use "I," not "We":** Even if it was a team effort, focus on your specific role.
- **Quantify:** Whenever possible, use numbers (e.g., "reduced wait time by 20%" or "managed 5 stakeholders").