





STAR TECHNIQUE

SKILLS AND JOBS CENTRES

S	T	A	R
SITUATION	TASK	ACTION	RESULT
			
Introduce the situation to the employer and set the context	Describe the task you had to complete, including the expectations and challenges it would involve	Explain what you did, and how you did it	End with the results of your efforts including accomplishments, reward and impact

Why use the STAR Technique?

It's your secret weapon for impressing potential employers

The STAR Techniques makes it easy for employers to understand what skills you have to offer and how they can benefit their workplace.

Use the STAR Technique for each of the eight employability skills

Applying the STAR Techniques

Example

As part of my role in retail sales **S** I communicate with customers to sell them a product **T** I use skills such as active listening to understand what their needs are and always speak clearly and directly **A** These actions ensure that the client receives the best product for them, assists in my exceeding sales targets and encourages return business **R**

NEED HELP? Contact the Skills and Jobs Centre at sjc@vu.edu.au to speak with one of our Career Advisors, or visit www.skills-jobs-centres.com.au for more information