# S - Situation T - Task

A - Actions R - Results

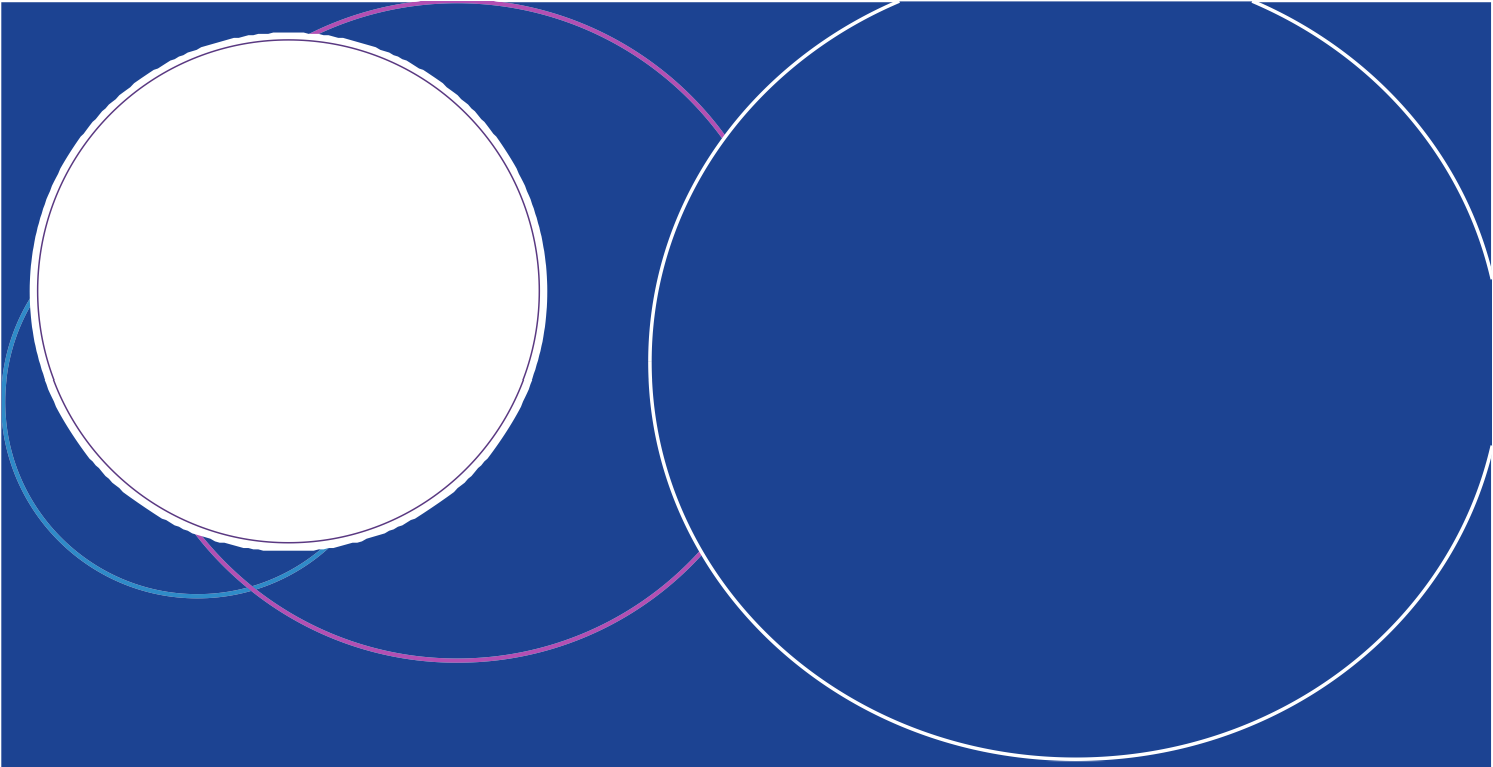
R - Reflection

**STARR**

## Employers often assess evidence of

**applicants demonstrating their required competencies (or skills) in their selection process. Evidence of these competencies is assessed in application forms and during interviews and assessment centres.**

**You can use the STARR structure to ensure you articulate your competencies in enough depth for employers to assess you.**



**QUICK TIPS – HOW TO USE THE STARR METHOD:**

* Note all **essential/desirable competencies** and criteria you know are required by the employer, using the table on the following page.
* Think of **at least three** occasions when you have displayed each competency/criterion. Note these in the second column of the table.
* Work through the detail of the **STARR structure** for each example. Ensure it is

**specific** and shows enough **depth**.

* See the basic example provided in the table on the next page but note that more detail than this would be required for a real interview.
* Reorder your examples with the **best example for each criterion at the top** within the table.
* **Identify any gaps** in your evidence. If you have time it is worth seeking out opportunities to develop evidence of skills/criteria you have less evidence for.
* Remember that the recruiter is interested in **YOU**, no one else. Even for team work examples, the focus should be on what **YOU** did and contributed towards the team, rather than the team.
* Include examples from **the full range of activities** and **achievements** on your applications and CV. If you are using an example from one activity for more than one competency, try to focus on a different aspect of that activity to give a breadth of evidence.

# **Do you have an interview coming up?** Why not book a practice interview appointment with one of our Careers Advisors, either online ([www.abdn.ac.uk/careers](http://www.abdn.ac.uk/careers)) or by telephone (01224 273601).

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| **COMPETENCY** | **EXAMPLES** | **STARR Details** |
| **Example - Teamwork** | **Team member of Asda clothes department**  **Secretary of Juggling Society**  **Group project at University** | **Example for Asda:**  **S**ituation – part of a team of 6 staff members undertaking a nightshift stock-take.  **T**ask – organise the team to ensure stock-take completed within the tight schedule.  **A**ction – I sought ideas from the team about how to best organise ourselves, built on the ideas offered and gained agreement from team members on a course of action. I agreed to review progress at regular times throughout the evening, and suggested adjustments to staff distribution as needs arose.  **R**esult – Stock-take was undertaken successfully 15 minutes ahead of schedule and line- management provided positive feedback about quality and efficiency of how it had been organised.  **R**eflection – learned the importance of planning with all team-members and building in flexibility and regular times for review and adjustment to respond quickly to changes in requirements. |
| **Communication** |  |  |
| **Initiative** |  |  |
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