**STAR & SHARE METHOD**

*strategies for answering behavioral interview questions*

**STAR Method** for answering behavior interview questions

1. Situation – describe a situation you were in or task you needed to accomplish, be specific, give enough detail for interview to understand
2. Task
3. Action – describe action you took and keep focus on you, tell what you did
4. Results – what happened, how did the event end, what did you accomplish or learn?

**Example**

Tell me when you had to use your judgment to make a tough decision in your previous job.

Answer: (S) I was responsible for ordering office supplies for the company. The company always ordered a month supply at a time to keep inventory costs low. (T) I had to decide whether to keep doing this or buy a 6 month supply to get a discount for ordering such a big volume and escape a possible future price increase. (A) I did some research and concluded that we could reduce our cost for buying 6 months. (R) It turned out I was right, the prices went up by 10% for those 6 months.

**SHARE Method**

1. Situation
2. Hindrances
3. Action
4. Results
5. Evaluate

**Example**

Describe a new idea or suggestion that you made to your supervisory recently.

1. Situation – I worked in orders and the company was launching a new product. The sales team had in-depth training on it, but we had none.
2. Hindrance & Action - I suggested that the orders department receive the training so that we would understand what was being ordered and so we could answer any questions. It was agreed that we could all undergo a short version of the training
3. Results & Evaluate – this means we could deal professionally with the orders. It also motivated us as we were part of the launch team. I learned I could actually make a difference by showing initiative.