

# 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.

S - Situation  
T - Task  
A - Actions  
R - Results  
R - Reflection



## 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.

COMPETENCY	EXAMPLES	STARR Details
<p><b>Example - Teamwork</b></p>	<p><b>Team member of Asda clothes department</b></p> <p><b>Secretary of Juggling Society</b></p> <p><b>Group project at University</b></p>	<p><b>Example for Asda:</b></p> <p><b>Situation</b> – part of a team of 6 staff members undertaking a nightshift stock-take.</p> <p><b>Task</b> – organise the team to ensure stock-take completed within the tight schedule.</p> <p><b>Action</b> – 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.</p> <p><b>Result</b> – 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.</p> <p><b>Reflection</b> – 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.</p>
<p><b>Communication</b></p>		
<p><b>Initiative</b></p>		