

# Searching for an Interview using the S.T.A.R. Model

## Summary Addendum

### 1) Interview Preparation

- a) Research the Company
  - i) Company Website
  - ii) Internet Search
  - iii) Financial Statements (if available)
  - iv) Contacts with Knowledge
- b) Learn about the Company
  - i) Core Values & Principles
  - ii) Products
  - iii) Services

### 2) Self-Evaluation and Preparation

- a) Create List of Anticipated Questions (and answers)
- b) Why did you Applied for this Position?
- c) What about the Company Interests You?
- d) What experience do you have that qualifies you for the position?
- e) Tell me about a time when...?
- f) Give me an example of a project where you....?

### 3) Use S.T.A.R. Model to Communicate your Answers

#### Situation

Describe the situation you were in or the task you needed to accomplish.

#### Task

What goal were you working towards? Describe the problem. Was there a deadline?

#### Action

Describe the actions you took to address the situation and include details.  
Focus on what YOU did, not the team!

#### Results

What happened? What were the results? What did you learn?

#### Point of Reference

This Summary Addendum is a schedule provided as a supplement to the video training module referenced herein. It is not a stand-alone document and should be used along with and in conjunction with the corresponding training module.

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#### 4) Behaviors Required during the Interview

- a) Smile
- b) Don't Interrupt
- c) Take Notes
- d) Ask Clarifying Questions
- e) Dress appropriately
- f) If on Phone, make sure you have a good connection
- g) If online:
  - i) Good lighting – no bright lights behind, camera at eye level
  - ii) Use USB Microphone (not computer microphone)
  - iii) Carpeted room with Furniture to Reduce Echo

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