

**SAMPLE SKILL CHART**

<b>10 Skills Employers Need</b>	<b>Skills in Job Description</b>	<b>Evidence you have it</b>
<b>Problem-solving skills</b>		
<b>Ability to work in a team</b>		
<b>Strong work ethic</b>		
<b>Analytical/quantitative skills</b>		
<b>Written communication skills</b>		
<b>Technical skills</b>		
<b>Initiative</b>		
<b>Detail-oriented</b>		
<b>Verbal communication skills</b>		
<b>Computer skills</b>		

Source: The National Association of Colleges and Employers (NACE) Job Outlook 2023 Survey

**WRITTEN STAR RESPONSE | Part A**

<b>Situation</b>	
<b>Task</b>	
<b>Action</b>	
<b>Result</b>	

## WRITTEN STAR RESPONSE | Part B

**Instructions:** Choose an interview question to answer using the STAR approach. Use the following activity worksheet to guide you through this activity.

**Questions** (circle/underline the question you are answering)

- Describe a situation where you had to juggle several tasks at once and tell me how you prioritized your work.
- Tell me about a conflict you have had in the past and how you dealt with it.
- Give me an example of a time you found yourself in a situation that required you to exercise good judgment.
- Tell me about a time you had to tell someone something you knew they would not like/want to hear.
- Explain a time when you were faced with a problem and walk me through how you solved it.

**STAR Response:**

**Situation** (Provide background and context)

**Task** (Describe what you needed to do)

**Action** (Explain what you did, why, how you did it, and which tools you used; focus on one skill!)

**Results** (Describe the outcome of your actions)