

SAMPLE SKILL CHART

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

Source: The National Association of Colleges and Employers (NACE) Job Outlook 2019 Survey

WRITTEN STAR RESPONSE | Part A

Situation	
Task	
Action	
Result	

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)