

STAR Technique Table

Competency	Situation	Task	Action	Result
<i>Use this tool to compile examples and practice saying them out loud.</i>				
<p>Example Competency: Ensures Accountability</p> <p>Sample Question: Recall a time you made a mistake while working with or leading others and had to make it right.</p>	<p>Example Answer: While I was at Company A, I was working on a communication project that was to explain a key benefit change and the plan needed to be executed quickly.</p>	<p>My responsibility was to gather input from key partners and create a summary that would be shared with the project team. However, I realized that I had mistakenly overlooked my supervisor.</p>	<p>After noticing my mistake, I quickly informed the Project Team Lead and requested some additional time to gather my supervisor's input in case I was unable to meet the original deadline.</p>	<p>The team appreciated that I took responsibility and the necessary steps to correct my mistake. I was able to deliver a complete summary by the original deadline.</p>