

STAR (Situation, Task, Action, Response)

Use this tool to record your role in a situation, and the tangible ways in which you contributed to achieving a particular outcome. This will prove invaluable for when you are required to provide anecdotal evidence of your skills in the future, and it may also help to increase your own general awareness of how active your level of participation is.

Situation: *Was this a university or extra-curricular event? In what context did this event take place?*

Task: *What were actually involved in? What were you trying to achieve?*

Action: *What was your contribution? Did you make a suggestion or resolve a dispute? What did you do to help achieve the desired outcome?*

Response: *What were the results? What did you learn from this situation and how do you intend to move forward from it?*