Telling your story

27 NOVEMBER 2015
Typical questions in an interview

Give me an example when you .................

Tell me about a time when you .................

In your CV you say that you are ................. when have you shown this?

I see in your CV that you did .................. Could you tell me more about it

In the job description we ask for .................. Do you have any experience of this?
Using examples

Build up library of examples from your experience
Can be used for a range of different answers
Aim to tell the story in 1-2 minutes
May generate more interest and questions about your experience – which is positive
Use a simple structure to help get the impact
Experience Worksheet (STAR)

Situation
- Set the scene for the story. What was happening?
- Why was this needed? When did you do it?

Task
- What were you asked/needed to do?

Actions
- What did you actually do?
- If you worked as part of a team what was your contribution?

Result
- What was the outcome?
- How did it help the organisation?
- Use numbers where possible.
Experience Worksheet (Competency)

Situation
◦ Set the scene for the story. What was happening? Why was this needed? When did you do it?

Obstacles
◦ What were the problems you needed to overcome?

Actions
◦ What did you actually do? If you worked as part of a team what did you personally do?

Contribution
◦ What did you add to the team or organisation?

Result
◦ What was the outcome? How did it help the organisation? Use numbers where possible.

Learning
◦ What did you learn from the experience?
◦ What would you do differently next time?
Exercise

Pick an item from your CV
Use one of the templates to structure the story
Tell the group your example in 2 minutes