

# Telling your story

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# Typical questions in an interview

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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

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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)

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## 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)

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## 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

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Pick an item from your CV

Use one of the templates to structure the story

Tell the group your example in 2 minutes