

Interview practise guide – behavioural questions and STAR format

Top tips for interview preparation:

- Research the company and role you are applying for
- Understand the role and values
 - Read the job description carefully. Identify key competencies (e.g., teamwork, leadership, problem-solving) and organisational values.
- Be Honest & Reflective
 - Interviewers appreciate authenticity and self-awareness. It's okay to talk about challenges, as long as you focus on what you learnt
 - Be specific avoid using vague answers
- Practice common interview questions aloud
 - Rehearse your STAR responses aloud to gain fluency and confidence
 - Have 5–6 strong examples from your experience that can be adapted to multiple competencies
- Avoid Overusing "We"
 - Focus on your role in team situations to show what *you* contributed (Use I)

S.T.A.R

S.T.A.R is the acronym for Situation, Task, Action, and Result, and it helps Interviewers conduct more detailed interviews based on understanding a candidate's practical experiences.

Situation	The situation in which you were involved in
Task	The tasks you were doing
Action	Specify what actions you took in the situation to complete the tasks and achieve the results
Results	What results followed due to the actions you took?

Example question:

- Describe a situation when you were able to strengthen a relationship by communicating effectively. What do you think made your communication effective?

Example answer:

S – Situation:

In my previous role as a project coordinator, I noticed tension growing between our design and marketing teams. Miscommunication about deadlines and expectations was causing delays and frustration on both sides.

T – Task:

My goal was to rebuild trust and improve collaboration between the two teams so that our projects could move forward more smoothly and efficiently.

A – Action:

I initiated a weekly cross-team meeting where both sides could openly share updates, challenges, and expectations. I also introduced a shared project timeline in a collaborative tool (like Trello or Asana) to keep everyone aligned. During meetings, I made sure to actively listen, clarify points of confusion, and encourage constructive feedback.

R – Result:

Within a few weeks, both teams reported fewer misunderstandings and faster turnaround times. The project pipeline began to flow more smoothly, and the general tone of meetings became more collaborative. One team lead even mentioned that this was the most aligned they'd felt with another department in over a year.