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| | Instructions | | | | | | | | |
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| | Setup (make a copy however you prefer) | | | | | | | | |
| | Download it as an Excel, or CSV, if you want to open as spreadsheet | | | | | (Select 'File' > 'Download' > and your preferred format) | | | |
| | Copy and paste from this Google sheet into e.g. Word or another text editor | | | | | | | | |
| | Duplicate this Google sheet | | | | | ('File' > 'Make a copy') | | | |
| | DO NOT EDIT DIRECTLY IN THIS GOOGLE SHEET! | | | | | | | | |
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| | Later on... | | | | | | | | |
| | Work together in your pairs to tackle the questions | | | | | | | | |

| | | S | T | A | R |
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| | | Situation: Set the scene and give the necessary details of your example. | Task: Describe what your responsibility was in that situation. | Action: Explain exactly what steps you took to address it. | Result: Share what outcomes your actions achieved. |
| 1 | Tell me about a time when you achieved a goal you had set for yourself | I was in a team of four trainees and we started a new project. We were going to work for a month, for four sprints together. | We didn't have a team manager and this was something I had experienced from past jobs. Also previous projects had the same issue and it was chaotic. | I planned the management in advance, how I can lead other team members and ask for a feedback on my notes from my mentor. After that I took the leadership on top of team member role. | Our project had better results and finished on time. What I learned from feedback really helped me. |
| 2 | Tell me about a time you were successful on a team. | I was working as a site architect in a team of three architects: one design architect, one site chief and me. The previous progress payment report was declined from main contractor and the given reason was not clear about the problem. | We had to document the previous and current, which was almost ready, progress payments from the scratch in a short time period. | We splitted the tasks as site documentation, digital documentation and payment documentation. I got assigned to site documentation task and did my job as best I can, documented the last two months used materials from screws to GRC panels. | Everyone in the team done their work on top of each others. We have done both reports before the deadline. New two reports were accepted by main contractor. I have seen how team work can be so much powerful than working in individuals. |
| 3 | Tell me about a time you failed or made a mistake. | I just started working as an architect in a facade company. I was given a role of managing the deliveries of goods from the factory to building site. | I was documenting the records but haven't told to report it regularly to main contractor. After a while when I wanted to report the delivery records I have been told that the deadlines for some of the records was passed. | I talked to my manager and explained the situation. I offered him some solutions such as contacting to main contractor office and set a meeting about the situation and my manager approved the solution. I contacted to the office and explained the situation. They save me. | I fixed my mistake and learned from my mistake. After that time I learned to ask better questions and the importance of clarifying the task before starting. To sum it up, I learned from my mistake that understanding the impact of my work is crucial for success. Our project had better results and finished on time. What I learned from feedback really helped me. |
| 4 | Tell me about a time you showed leadership. | I was in a team of four trainees and we started a new project. We were going to work for a month, for four sprints together. | We didn't have a team manager and this was something I had experienced from past jobs. Also previous projects had the same issue and it was chaotic. | I planned the management in advance, how I can lead other team members and ask for a feedback on my notes from my mentor. After that I took the leadership on top of team member role. | |
| 5 | Tell me about a time when you dealt with a crisis / difficult situation | | | | |
| 6 | Tell me about something you've accomplished that you are proud of. | I was providing architectural consultancy for the first time for my own client. The design he asked was not feasible and resistant in long term. | After the meeting I did the design and plans that he wanted but it didn't felt right to do the wrong thing just to earn money. I had to atleast work on what I believed to be right. | After the meeting I asked for additional two days to prepare options and better solutions that would work better in the long term and also satisfies the client. On the next meeting I explained the other solutions and design as well as my concerns on the first design. | My client understood my concerns and chose the second design solution which was better in long term. I felt very proud of my self about doing the right thing and also being able to predicting the problems in advance and producing solutions. |
| 7 | Tell me about a time you had to manage conflicting priorities. | | | | |
| 8 | Tell me about a time you worked with a difficult person. | I was working with a group of labourers. One of them was not listening my instructions. He was doing things in his way but his way was appropriate in terms of approved design and also health and safety. He was also a bad influence to others. | I needed to create a better working environment as I was responsible of the project and the construction site. I had to make sure he understands what was wrong and the consequences of his actions. | I had a one-on-one meeting with him and explained my concerns. I discussed the approved project and clarified how things must work in a healthy environment. I also outlined the results that both he and I will achieve in the future if he maintains the same attitude. Additionally, I asked | He took action to improve his working behaviors, and we successfully completed the project. This experience taught me valuable lessons in dealing with difficult people. |
| 9 | Tell me about a time you had to persuade someone. | | | | |
| 10 | Tell me about a time you disagreed with someone. | | | | |
| 11 | Tell me about a time you created a goal and achieved it. | I was in a team of four trainees and we started a new project. We were going to work for a month, for four sprints together. | We didn't have a team manager and this was something I had experienced from past jobs. Also previous projects had the same issue and it was chaotic. | I planned the management in advance, how I can lead other team members and ask for a feedback on my notes from my mentor. After that I took the leadership on top of team member role. | Our project had better results and finished on time. What I learned from feedback really helped me. |
| 12 | Tell me about a time you surpassed people's expectations. | | | | |
| 13 | Tell me about a time you had to handle pressure. | | | | |
| 14 | Tell me about a time you had to learn something quickly. | | | | |
| | Example: Tell me about an accomplishment you are proud of. (These examples are just to give you a flavor for how you might write out a story) | During my masters course, I had a SITUATION where we were asked to select a project to work on, but the one I wanted to work on was not included in the options | The TASK before me was arranging, entirely myself, to work with the group I was interested in | I took responsibility for getting accepted to work with this group, and arranging the placement. My ACTIONS were to reach out to them via a mentor and another contact who then | Because I took the initiative and took action, the RESULT was that I was able to work with a team that I had chosen, arranging and carrying out a placement that was more fun, |
| | Example: Tell me about a time you had to handle pressure. (These examples are just to give you a flavor for how you might write out a story) | During my graduate job at a startup, I had a SITUATION where I had to manage a client for a 6-month data migration project. My client began to give me last-minute tasks with 1 to 2 day | The TASK before me was to complete the agreed project requirement in 6-months, whilst keep my client and employer happy. | I decided the best course of ACTION was to bring this situation up during our fortnightly meetings. I respectfully reminded my client of the pre-agreed requirements and suggested if the | From this meeting, my client and I re-established my core tasks and was more understanding of my time commitment to the project. This RESULTED in an early project completion |