**Situation** - Background info to set the scene. Ensure that you refer to a specific instance and real people. Do not generalize about typical situations and avoid being vague. Explain your responsibility in the situation, the challenges, and constraints. Avoid jargon and acronyms.

**Thinking** - How are you analyzing the situation/task (research/trend you noted/aha moment/light bulb goes off)? What is at stake? What would failure or success mean?

**Action** - Talk about the steps you took to respond to the situation addressing what you did and why. Focus on your contribution to the task, not what your colleague or your manager did. What resources and skills did you use?

**Result** - What is the success you delivered? Always try to end your answers on a positive outcome. If the situation did not end particularly well, explain what you have learnt from the experience to turn it into a positive example.

**Learning** - Did you learn something along the way? Learn and adapt from mistakes!
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