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|  | |  | Scenario Setting |
| Using the STAR method, write down examples that demonstrate how you have displayed skills / competencies that have been identified in the job description.  Only write notes (see examples) that will jog your memory at interview. This means your responses are not scripted and you won’t panic about forgetting your lines!! |
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| SKILL | SITUATION | TASK | ACTION | RESULT |
| Leadership / Team working/  Analysis/  Project Management | Yr. 11 Environmental Project | Working with a team to identify how the school can reduce their carbon footprint | Volunteered to be project manager  Formed a team  Wrote a plan  Developed IT programme to collect data | 6 recommendations presented at a school assembly  Head teacher agreed to take forward 4 recommendations |
| Communication / negotiation / mediation | Difference of opinion between friends leading to a big argument and refusal to spend time together | To try and get the two people involved to make amends | Speak to each person individually to understand the problem  Encourage to see both sides  Arrange meeting between both individuals and help mediate conversation | A meeting was held where both friends could talk about how they felt.  Able to understand and respect each others opinion  Stronger friendship now formed. |
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