

STAR Framework in Action - Script



STAR Framework

Interview 1

HR1: Good morning, Jon. Thank you for coming in for your interview as a manager in our widget department. I am going to ask you a few questions and then you will have a chance to ask me anything you would like to know about our business. Is that OK?

Jon: Yeah, fine thanks,

HR1: As you I hope you know, the position you have applied for is a leadership role. Can you tell me about a time when you have shown leadership?

Jon: Oh yes absolutely. I've been a Scout and a Young Leader you see, so of course I know all about leadership.

HR1: Let me ask the question in a different way. Is there a time when you took responsibility for something?

Jon: Well, let me think ... there are loads of times when I've been responsible for all sorts of things – it's part of being a Young Leader at the Scouts.

HR1: And can you give me an example of when you took responsibility?

Jon: Well, if you want the detail of what we do – did I say I am in the Scouts? – it's all on the Scouts website – take a look if you're interested. As I said, I always take responsibility, there's so many examples, so many! So, in conclusion yes, I'm a very responsible person, honest.

HR1: Mmmmm.... My final question is this: can you give me an example of when you showed initiative?

Jon: Um, let me see ...Well initiative – yes that's another thing we do in Scouts all the time. If we get presented with a difficult situation then I'm your man to show some initiative. As I say it's part of being a Scout and a Young Leader.

HR1: Thanks for your answers (I think) – do you have any questions for me?

Jon: No, it's all on the website isn't it - so I'll just look there if I need to. Goodbye.

Interview 2

HR2: Good morning, Stella. Thank you for coming in for your interview as a manager in our widget department. I am going to ask you a few questions and then you will have a chance to ask me anything you would like to know about our business. Is that OK?

Stella: Yes of course, I really appreciate the time you are giving me to tell you more about my skills and how I can become part of the team here at British Widgets Ltd.

HR2: As you I hope you know, the position you have applied for is a leadership role. Can you tell me about a time when you have shown leadership?

Stella: Of course, I really enjoy organising how a task can be completed and motivating other people in a team to achieve a goal. Let me give an example. I am a senior Young Leader with my local Scout Troop. Last December I planned and led a successful fundraising activity for my Group: we needed the money to buy some new tents. I challenged myself to do something new and I researched making two different styles of paracord keyrings, which we then sold at a Christmas fair. I ordered all the kit we needed and made a plan for the Scout meeting. I enjoyed working with the adult leaders. I made sure everyone had a distinct role during the evening and they knew they could ask me if they had any questions. The Scouts liked doing something new. Some found it difficult at first, but I broke down the instructions into small chunks and encouraged them to keep going. The keyrings sold very easily and the new tents have just arrived. I feel really proud that I led this project and that we achieved our goal.

HR2: Thank you that sounded like a great evening. Now could you give me an example of a time when you took responsibility for something?

Stella: Yes, I have found that the more I step forward to take responsibility the more I enjoy it. Recently I was helping my local Beaver Colony. I had planned several activities preparing the Beavers for a weekend camp. At the last-minute Wendy, the Leader in Charge, called me to say that she had COVID and could not come to the meeting and that she was about to cancel. As I had planned the meeting, I told her not to worry, and I said I would lead the whole meeting. I spent a few minutes thinking about how to reorganise the meeting without Wendy. I briefed the other adults, and we discussed how we would all cope. I assured them that it would be OK. Not everything went to plan so I rejigged one activity, but the Beavers really enjoyed the evening, and it meant they were ready for their camp. So, I think I showed a willingness to step up, my ability to replan a group activity and I made good use of my communication skills. I learnt a great deal, and I definitely want to take more responsibility in the future.

HR2: The Scouts are lucky to have you as a leader. My final question for you Stella is this: can you give me an example of when you showed initiative?

Stella: I think it's important to look for ways that things can be improved, I don't like just sitting back if something can be done more efficiently or improved in some way. An example is when I first moved to be a Young Leader with the Beavers. They seemed stuck in rut of playing the same couple of games all the time and not everyone was having a good time. So, I took it upon myself to ask the older Beavers what sort of games they enjoyed at school and home. This gave me some ideas, and I thought about other games I had played in scouts and did some research. I then presented my ideas for new games to the other leaders and suggested we played one of these new games each week for the rest of term. We did this and the Beavers liked the novelty and challenge of the new games. Those who

seemed bored before were now more involved. Of the 4 games we tried; one didn't work but we now play the other 3 games regularly. I was pleased with how it turned out and that I took the initiative.

HR2: Thanks so much for your answers – do you have any questions for me?

Stella: Yes, I do. I am very keen to keep learning and developing my skills in my new role, can you explain what training opportunities there will be for me if I am recruited?

HR2: Yes of course End