

Tackling competency questions

1. You may have developed a technique that will help you successfully answer the competency based questions. On the other hand, you might find it useful to familiarise yourself with the STAR technique as described below.
2. This technique has been used by many people to present their evidence in a logical, efficient and effective way. The technique can be used when writing applications and when answering interview questions:
 - **Situation**
 - **Task**
 - **Action**
 - **Result**
3. Break your answers down in the following way:
 - **Situation** – briefly describe the context and your role. Ensure that your description is concise and informative.
 - **Task** – detail the specific challenge, task or job that you faced.
 - **Action** – what you did, how and why you did it. The actions you describe should highlight relevant skills.
 - **Result** – what you achieved through your actions and what you accomplished.
4. You should keep the situation and task parts brief and concentrate on the action and the result. If the result was not entirely successful, describe what you learned from this and what you would do differently next time.
5. STAR may help you to cover all the points you need to make. Make sure you cover what you have personally done and ensure you focus on your strengths.
6. One example per competency would be best practice to use the full STAR explanation.