01 / DISCOVER YOUR MATERIAL

Your experience is the starting point.

Recall real moments before you polish an answer. Paid work, school, volunteering, projects, and other responsibilities can all provide relevant examples.

How to use this workbook

Download first. Type in a PDF reader or print and write. Save a copy, then reopen it to check your entries. PDF reader support varies.

Name or initials (optional)

Role or career direction

When did you contribute something useful?

Recall an achievement, a positive comment, or a problem you helped resolve.

When was something difficult?

Think about a mistake, disagreement, unclear task, competing demands, or feedback.

When did you learn, support someone, or improve a process?

Small examples count. Identify the setting honestly and protect other people's privacy.

Your answers stay in your downloaded copy. These fields do not submit information to the website.

02 / BUILD A STORY BANK

Find the evidence behind the story.

Choose three moments you could explain in an interview. Separate your own contribution from the team's work, and use only results you can support.

Be specific without inventing precision

A result can be a completed task, a corrected error, feedback, or a lesson. If you lack a reliable number, describe what you observed.

Story 1: setting, challenge, and your contribution

Skill this could demonstrate

Result or evidence you can verify

Story 2: setting, challenge, and your contribution

Skill this could demonstrate

Result or evidence you can verify

Story 3: setting, challenge, and your contribution

Skill this could demonstrate

Result or evidence you can verify

Need ideas? Listening | Initiative | Coaching | Judgment | Teamwork | Accountability | Adaptability

For a leader, also consider resource choices, stakeholder alignment, and outcomes over time.

03 / STORY 1

A challenge you handled.

Choose an example involving a problem, disagreement, competing deadlines, or uncertainty.

Story title / skill / approximate date

S / Situation

What was happening? Why did it matter? Give only the context the listener needs.

T / Task

What were you responsible for? What goal or constraint shaped the work?

A / Action

What did you personally do, and why? Make your choices visible; credit shared work.

R / Result and learning

What happened? What evidence supports it? What would you repeat or change?

Keep the action as the center of your answer. Fit entries within the visible space; use an extra page if needed.

04 / STORY 2

A contribution that mattered.

Choose an example involving service, teamwork, an improvement, or a leadership decision.

Story title / skill / approximate date

S / Situation

What was happening? Why did it matter? Give only the context the listener needs.

T / Task

What were you responsible for? What goal or constraint shaped the work?

A / Action

What did you personally do, and why? Make your choices visible; credit shared work.

R / Result and learning

What happened? What evidence supports it? What would you repeat or change?

Keep the action as the center of your answer. Fit entries within the visible space; use an extra page if needed.

05 / STORY 3

A moment that helped you grow.

Choose an example involving a mistake, difficult feedback, an unmet goal, or learning a new skill.

Story title / skill / approximate date

S / Situation

What was happening? Why did it matter? Give only the context the listener needs.

T / Task

What were you responsible for? What goal or constraint shaped the work?

A / Action

What did you personally do, and why? Make your choices visible; credit shared work.

R / Result and learning

What happened? What evidence supports it? What would you repeat or change?

Keep the action as the center of your answer. Fit entries within the visible space; use an extra page if needed.

06 / PRACTICE AND ADAPT

Tell the story in your own words.

Use notes as a starting point. Practice aloud, listen for missing details, and adapt the emphasis to the actual question without changing the facts.

Draft your opening introduction

Connect what you do now, a relevant example, and the direction you want to take.

Choose one story and match it to a job requirement

What does the employer need? Which part of your example is most relevant?

Match the scope of the role

Entry-level: show your own actions and learning. Manager: include coaching and team delivery. Director: connect decisions, tradeoffs, and business impact.

Practice feedback: what was clear, and what needs work?

Did you explain your own action, a credible result, and why the example matters?

My next preparation step

Use your real experience. Do not adopt sample stories or invent metrics. Read the free STAR guide at imperviousssuccess.com/interview-prep/behavioral-interview-questions-star-method/