

The STAR Method Cheat Sheet

One page. Print it, or keep it open before you go in. prept.fyi/learn/star-method

The four parts

Part	What goes in it	Words
Situation	Where you were and what was going on. A date, a role, a size.	25-35
Task	What you personally were responsible for. Listen for the word I.	15-25
Action	What you did, step by step, first person. Half the answer.	70-100
Result	What changed, with a number on it. Always a number.	25-35

Ninety seconds to two minutes out loud. 150 to 220 words total.

The six follow-ups that break a STAR answer

The follow-up	What it is looking for	The fix
Which part was you, not the team?	Plural pronouns in the Action step.	Draw the boundary yourself, first.
What went wrong?	A story with no error is edited.	Put one real mistake in the Action.
What was the number?	A Result that is a claim, not a measure.	Direction and proportion if exact figures are confidential.
Who paid for that?	A decision where nobody lost anything.	Name the person and the cost.
When did you know?	The gap between suspecting and telling.	Give the date you first suspected.
Did they agree?	Informing somebody is not consulting them.	Say whether you asked or told.

The three failures that account for most weak answers

- 1. The Situation runs long.** If you are over three minutes, the cut is in the first thirty seconds.
- 2. The Action goes plural.** We found, we decided, we rebuilt. Count your pronouns and fix the ones at decision points.
- 3. The Result has no number.** Improved significantly is a claim. Eleven hours to three and a half is a result.

Before you go in

Six to eight stories, not one per question. Each with the numbers attached and the boundary between your work and the team's already drawn. Most stories answer three or four different questions depending on which detail you lead with.

Prept, prept.fyi. Practice until you're ready.