

Crafting your career story

Tell your story. Market yourself. Ace that interview.

Being able to sell recent stories that showcase your skills and career readiness is invaluable when interviewing or interacting with other professionals. Prior to an interview or interaction, reflect and develop stories that relate to career competencies and industry-specific skills. Use varied examples to cover aspects of your education, work experiences and other involvement. This worksheet provides a blueprint with example questions to create stories that highlight your past experiences. Utilize the STAR method to tell a story about your development in each one of the eight competencies.

S

Situation

Set the scenario for your example.

T

Task

Describe the specific challenge or task that relates to the question.

A

Action

Talk about the actions that you took to accomplish the task.

R

Result

Present the results that followed because of the chosen action.

NACE Career Competencies Icons

These icons represent eight career competencies that students should have experience with in order to be career ready at graduation. Look for these symbols next to the interview questions on this handout that highlight these career competencies.



Career management



Leadership



Global/intercultural fluency



Digital technology



Critical thinking/problem solving



Oral/written communication



Professionalism/work ethic



Teamwork/collaboration



Leadership

Tell me about a time when something went wrong at work and you took charge.

Situation: Vendor didn't deliver correct product that was ordered.

Task: Figure out how to get the correct product in a timely fashion.

Action: Called the vendor to explain the problem and identified a solution.

Result: Vendor expedited a new delivery and discounted our next order.



Teamwork

Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?

Situation: _____

Task: _____

Action: _____

Result: _____



Conflict resolution

Tell me about a time in which you handled a difficult situation with a coworker.

Situation: _____

Task: _____

Action: _____

Result: _____



Perseverance

Tell me about a time in which you overcame an obstacle to reach a goal. Be specific.

Situation: _____

Task: _____

Action: _____

Result: _____



Time management

When you worked on multiple projects, how did you prioritize?

Situation: _____

Task: _____

Action: _____

Result: _____



Goal setting

Give an example of how you set goals and achieve them.

Situation: _____

Task: _____

Action: _____

Result: _____



Problem solving

Give us an example of a situation when you realized that you won't be able to meet the set deadline. What did you do?

Situation: _____

Task: _____

Action: _____

Result: _____



Organization

Tell me about a time when your organization's skills helped you succeed.

Situation: _____

Task: _____

Action: _____

Result: _____



Adjusting to change

Provide me with an example of how you handle change in the workplace.

Situation: _____

Task: _____

Action: _____

Result: _____



Learning a new technology

Describe a time where you had to implement a new technology-based program or tool in your work.

Situation: _____

Task: _____

Action: _____

Result: _____



Working with diverse populations

Describe a time where you had to implement a new technology-based program or tool in your work.

Situation: _____

Task: _____

Action: _____

Result: _____