

SITUATION

TASK

ACTION

RESULT

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Use this format when you are answering interview questions that start with:

“Tell me about a time when...” or “Explain a situation where...”

SITUATION

TASK

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Describe the situation that you were in or the task that you needed to accomplish

You must describe a specific event or situation, not a generalized description of what you have done in the past

Be sure to give enough detail for the interviewer to understand



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ACTION

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Approach that you took!

Describe the action/approach you took and be sure to keep the focus on you

Even if you are discussing a group project or effort, describe what you did – not the efforts of the team

Don't tell what you might do, tell what you did



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“Tell me about a time when...” or “Explain a situation where...”

RESULT

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Results that you achieved

What happened?

How did the event end?

What did you accomplish?

What did you learn?



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