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.

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<tbody>
<tr>
<td>Situation</td>
<td>Task</td>
<td>Action</td>
<td>Result</td>
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<tr>
<td>Set the scenario for your example.</td>
<td>Describe the specific challenge or task that relates to the question.</td>
<td>Talk about the actions that you took to accomplish the task.</td>
<td>Present the results that followed because of the chosen action.</td>
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### 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:** Ice cream machine at work broke.
- **Task:** Figure out protocol to get the machine fixed.
- **Action:** Talked with management to replace the machine or get a repair man to fix the problem.
- **Result:** The ice cream machine was fixed and sales improved.

#### 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:**
**Perserverance**
Tell me about a time in which you overcame an obstical to reach a goal. Be specific.

**Situation:**

**Task:**

**Action:**

**Result:**

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**Time management**
When you worked on multiple projects, how did you prioritize?

**Situation:**

**Task:**

**Action:**

**Result:**

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

**Situation:**

**Task:**

**Action:**

**Result:**

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**Problem solving**
Give us an example of a situation when you realized that you wont be able to meet the set deadline. What did you do?

**Situation:**

**Task:**

**Action:**

**Result:**

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**Organization**
Tell me about a time when your organization skills helped you succeed.

**Situation:**

**Task:**

**Action:**

**Result:**

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

**Situation:**

**Task:**

**Action:**

**Result:**

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**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:**

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**Working with diverse populations**
What opportunities have you had working and collaborating in diverse, multicultural, and inclusive settings?

**Situation:**

**Task:**

**Action:**

**Result:**