

STAR

When you are thinking about how to explain evidence of your competencies for, either your CV, an application form or an interview, be organised and structured in your approach, a simple process such as STAR may give you the structure you need.

STAR

Situation describe the situation/circumstances
Task what did you have to do?
Action what steps did you take to complete the action
Result what was the outcome?

Use the form below to log the strengths/skills and evidence you discussed during the **Stepping Stones Exercise**

Skill or Strength	Evidence

Skills and Strengths Development Plan

What am I good at?

Describe in this box the things you are good at (skills and strengths), do you have evidence?

What areas do I need to develop?

Describe in this box the skills and strengths you think you need to develop and why?

Action Plan

Build an action plan, list the areas you need to develop and beside each one, write down what you are going to do over the next year to improve the skill or strength.

Skill or Strength	Action	Date Completed