

Accomplishments & STAR Stories

Your past performance is indicative of future performance. Use the following worksheet to document some of your accomplishments. Brainstorm answers to the following:

- ❖ What were you proud of doing at work?
- ❖ What did you do better than others around you?
- ❖ Were you ever recognized (formally or informally) for work that you did?
- ❖ Did you ever go above and beyond what was required of you?
- ❖ Were you ever selected to be a part of a team or train others?
- ❖ Did you identify and solve a problem?
- ❖ Did you save time and/or money?
- ❖ Have you improved productivity?
- ❖ Have you ever streamlined operations?
- ❖ Did you devise new strategies?
- ❖ Did you minimize customer complaints?
- ❖ Did you provide a service that did not exist before?
- ❖ Did you develop an idea that was used or presented?
- ❖ Did you help others achieve their goals?

STAR STORIES

Tell what the Situation was, then describe the task you were faced with. Describe the Actions **you** specifically took (step by step) and then what was the Result.

Situation
Task
Actions <ul style="list-style-type: none">•••••
Results