JobNod

FREE TEMPLATE

The STAR response template

Australian selection panels score each criterion on evidence. The STAR method gives them exactly what they're looking for: one real example, told in four parts, with a result they can count.

S Situation

About 15%

- Where were you, and in what role?
- What was going on, in one or two sentences?

T Task

About 15%

- What needed to happen?
- What was your part in it?

A Action

About 50%: the part panels care about most

- What did **you** do, step by step? Say "I", not "we".
- Which skills from the criterion did you use?
- Who did you work with, and how?

R Result

About 20%

- How did it turn out? Use a number, a timeframe or feedback if you can.
- What changed because of what you did?

Before you submit

- [ ] I used key words from the criterion itself
- [ ] I picked one specific example, not a general claim
- [ ] I wrote "I", not "we", for what I did
- [ ] The result has a number, timeframe or feedback
- [ ] It's under the word limit
- [ ] Every claim is true and I can talk about it at interview
- [ ] It uses Australian spelling
- [ ] I checked the employer's own guidance on format

Your response, one part at a time

The criterion

S · Situation

Your role and what was happening

T · Task

What needed to happen, and your part in it

A · Action

What you did, step by step

R · Result

How it turned out, with a number if you can

WORKED EXAMPLE · "ACHIEVES RESULTS"

As an APS 5 Program Officer, I was responsible for assessing 140 grant applications in a six-week funding round. Two weeks in, a team member went on unexpected leave. I re-planned the workload, prioritised applications by risk, and set up a shared tracker so the team could see progress every day. We finalised every assessment two days ahead of the deadline, and the round was delivered without an extension for the first time in three years.

Written for a fictional applicant to show the format. Use your own real examples.