

STRUCTURED INTERVIEW ANSWERS

Method	Full Name	Goal	Best for	Tips
STAR	Situation, Task, Action, Result	Describe how you have handled real situations and achieved a clear result.	Behavioral Questions	Keep answers brief and highlight what you specifically did.
PAR	Problem, Action, Result	Describe how you recognized a problem, took action, and achieved a result.	Behavioral or Situational Questions	Keep answers focused and highlight actions and impact.
CAR	Context, Action, Result	Describe the context of the situation, your reasoning in approaching the problem, and the final result.	Situational or Technical Questions	Keep answers focused on your approach and explain your thought process clearly.

STAR Method			
Situation	Task	Action	Result
Describe the situation.	Explain what needed to be done.	Explain the steps you took.	Share the outcome of your actions.
<p>Goal: To describe how you have handled real situations and achieved a clear result.</p> <p>Description: Briefly describe the situation. What was your task? What actions did you take? What was the end result?</p> <p>Best For: Behavioral interview questions.</p> <p>Example:</p> <ul style="list-style-type: none"> Our team was getting duplicate requests because our customers were emailing different team members with the same information. (Situation) My project was to create a clearer process for customers to submit requests and reduce emails to team members. (Task) I developed a request process using Microsoft Forms for customers to submit requests. I developed a request form for customers and created a link to share with them so they could submit requests in one place. (Action) This process helped our customers submit their requests with less confusion. It allowed our team to manage fewer emails, track requests more accurately, and capture the data we need for future improvements. (Result) <p>Tips: Keep answers brief, approximately two minutes, and highlight what you specifically did, instead of what your team generally did.</p>			

PAR Method		
Problem	Action	Result
Describe the challenge or issue you faced.	Explain what you did to solve it.	Share the outcome of your actions
<p>Goal: To describe how you recognized a problem, took action, and achieved a result.</p> <p>Description: Briefly describe the problem you identified. What action did you take to resolve the problem? What was the end result?</p> <p>Best For: Behavioral or situational interview questions.</p> <p>Example:</p> <ul style="list-style-type: none"> • If I were leading a project where my team did not have all of the information they needed to get started (Problem), • I would set regular meetings with the project team to clarify project expectations and confirm we had the resources we needed for our next steps. (Action) • Having scheduled meetings with the team would help everyone stay informed and address problems early. (Result) <p>Tips: Keep answers focused and highlight your actions and overall impact.</p>		

CAR Method		
Context	Action	Result
The background or situation that sets the stage.	The specific steps you took.	The impact or outcome of your actions.
<p>Goal: To describe how you understand the situation, your reasoning in approaching the problem, and the final result.</p> <p>Description: Briefly describe the context. (What is happening? Why does it matter?) What actions did/would you take? Explain the end result or lesson learned.</p> <p>Best For: Situational or technical interview questions.</p> <p>Example:</p> <ul style="list-style-type: none"> • Our team’s ticketing system was running slowly, which made it hard for my team to get the data they needed for reporting. (Context) • I reviewed the system’s update history and noticed our system was not automatically updating from the vendor. I worked with the vendor to update our ticketing system and confirmed we would receive automatic updates in the future. (Action) • After these updates, our ticketing system was faster and more accurate, with regular updates. (Result) <p>Tips: Keep answers short and focused on your approach. Explain your thought process clearly and avoid jargon.</p>		