SITUATION: Reference the situation you were in.

TASK: Describe the task you were asked to complete. Be specific and concise.

ACTION: Talk about action/skills you took to complete the task.

RESULT: Share the outcome of the situation.

Practice with these questions:

Can you tell me about a time you were in a stressful situation and how you handled it?

Tell me about a time when you experienced conflict and what you did to resolve it.

Have you ever made a mistake? How did you handle that?

Describe to me a time when you worked well under immense pressure.

Tell me about a time that you needed to motivate someone else to accomplish an important task.

TIPS: Be prepared. Practice, practice, practice. Be concise: one to two minutes. Be quantitative, if possible. Be brief while giving relevant information. Share the result of the situation. Be honest.