

# ★STAR★ and BULLET WORKSHEET

Name: \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Date of STAR:** \_\_\_\_\_

**SITUATION OR TASK:** A situation or task I faced in, or outside of, my job that required my unusual performance in order to tackle it:

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**ACTION:** The things I did / suggested / recommended, in solving the situation or task. (Could include description of how I analyzed and prepared to tackle the situation / task, as well as what people and other resources I mustered for the undertaking).

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**RESULTS:** What happened as a result of my actions / suggestions / recommendations? Expressed in numerical terms, such as dollars, days, head count, and percentages.

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**BULLET**

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