**Presentation: Job Readiness & Interviewing**

**PREPARE**
Listen carefully to the question and think of an event. Take a few seconds to ensure you have the best example you can. Don't rush it.

**SITUATION**
Describe a specific event or a situation that you were in. The who, what, where, when etc.

**TASK**
Explain the task you had to complete, highlighting any specific challenges or constraints e.g. deadlines, issues or costs.

**ACTION**
Describe the specific actions that you took to complete the task. These should highlight desirable traits the interviewer is looking for.

**RESULT**
Close with the result of your efforts. Include figures to quantify the result if possible.

And remember, do not think of new details as you answer. Say what you had planned for and end.