

Using STAR L to show evidence of your experiences

SITUATION – Where these experiences occurred and what was the relevant environment.

TASK – What was required of you? This could be a technical performance, project, dealing with a problem.

ACTION – What action did you take to deliver the task, resolve a problem or present a case?

RESULT – What was the outcome and how did your actions affect this positive result?

LEARNING – What did you learn from this process and how could you apply this to other tasks. This will show employers evidence of the application of your skills and how this contributes to your personal and professional development.

As employers may use these situations to form some of the **behavioural questions** they may ask, it can help you to structure your responses whilst providing evidence of your experiences you will bring to the job.

Student ePortfolio

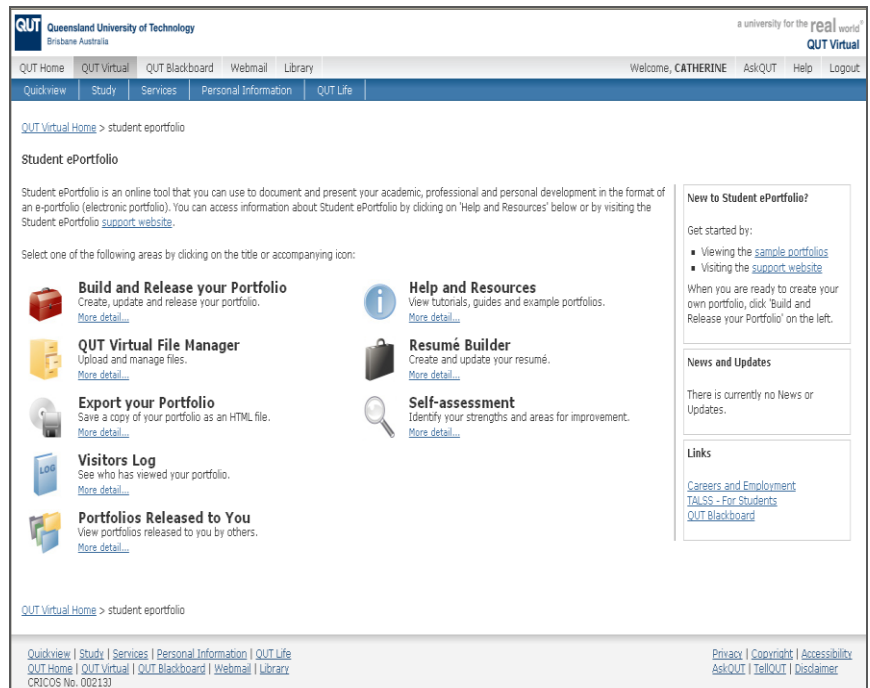
Student Portfolio is an electronic journal accessed via QUT Virtual, created to allow you to record experiences and reflections across your whole degree.

Why use Student ePortfolio?

Building a personal e-portfolio can help you to develop a deeper awareness of yourself and your abilities. Reflecting on and recording your experiences will help you to recognise and review the knowledge and skills that you've developed as a result of those experiences. You'll also be better able to identify any skill areas in need of improvement.

Using Student Portfolio to Address Selection Criteria

When prospective employers ask you for evidence of the skills and attributes they're looking for, you'll be able to draw on the examples documented in your e-portfolio to answer interview questions and respond to selection criteria. Having this information ready and organised will make the job application process easier and less daunting. The wide variety of information in your e-portfolio will convey a far clearer and more complete impression of you than your résumé or academic history could alone.



TIP 1

Don't wait to reflect on your experiences

Reflect on an experience or edit an existing experience as soon as possible before you forget what happened.

TIP 2

Keep your reflections short and to the point

Someone has to read your reflection so keep it short and to the point. Consider using a hyperlink to an example of work that supports your experience.

TIP 3

Never delete an experience or artefact

Only delete an experience or artefact when you are 100% sure you do not need it. You never know when you might need something in the future.

Getting Started in Student ePortfolio

Step 1: Log on to QUT Virtual. Go to **Student ePortfolio** under the **Services** area. Click on the **Student ePortfolio** link which will take you to your own private area.

Step 2: Under **Build and Release Your Portfolio** students can make entries and reflections under the **Experiences** tab.

Step 3: Using the STAR L formula outlined above, record your entry then click **Save**.