

SITUATION
OBSTACLE
ACTION
RESULT

HELPING CANDIDATES TO SOAR!

The New Face of HR, LLC

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Preparing for a Interview - Prepare to SOAR!

Review your past work history for examples of projects or tasks where your behavior or success stood out. In measurable terms consider the **S**ituation, **O**bstacles, **A**ction, and **R**esults.

1. Research Company by checking news stories, business databases, friends, employees, etc.
2. Review past successes and failures.*
3. **Practice** telling about them being as specific and detailed as possible. As you **practice** your ability to control rambling will improve and you will be able to recall with confidence your past accomplishments.

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The software development of our new product stalled. I coordinated the team which got the schedule back on track.

We were able to successfully troubleshoot the issues and solve the problems, within a very short period of time.

*Review Past Successes

As an exercise to help you to further define your skills and abilities, as you think of your successes and write them in the SOAR format. With that start you can further define each step. Using the example above:

SITUATION: *The software development of our new product*

What was involved in the software development and what part did you play? Did you write code? Develop the system? Create documentation? Sell or market the product? Administrative needs?

ACTION: *I coordinated the team which* **RESULT:** *got the schedule back on track*

Where you asked to coordinate the team or did you take the initiative?

Where you the team's leader?

Did you have to convince co-workers to join the team?

What tools did you use to schedule the project?

What you are trying to glean from this exercise is **what competencies you used** to accomplish this task. Once you have the competencies identified, make a list of them.

This will help in two ways:

1. Many postings include the required competencies. This exercise allows you to match your previous experience with the competencies that they are asking for.
2. It also allows you to look across your successes and see which competencies you are consistently good at. You want to promote those competencies.

S.O.A.R. Worksheets`

The situation was	<hr/> <hr/> <hr/>
The obstacle was	<hr/> <hr/> <hr/>
The action I took was	<hr/> <hr/> <hr/>
The results were	<hr/> <hr/> <hr/>
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