Useful Structure for Answering Interview Questions

**Headline**

A high-impact statement in response to the question

**Example(s)**

- Situation
- **Objective** (what you were trying to achieve)
- **Action** (in particular what you did)
- **Result**

**Relevance**

Making sure the interviewers understand the relevance of your answer and examples to the job you're interviewing for. (E.g. “And this illustrates how in any situation I am able to…..”)

**Crossing Thresholds**

**Civil Service Learning**