TRANSFERABLE SKILLS OF PARTICIPATING IN AN ORGANIZATION

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Center for Student Involvement
Do you know how to speak or articulate how your experience outside the classroom will help you in your future path? Do you know what employers or graduate schools are looking for when interviewing regardless of academic discipline? Come learn how to map out your experiences outside of the classroom to transferable skills needed for internships, job interviews, and graduate school interviews.
TRANSFERABLE SKILLS OF PARTICIPATING IN AN ORGANIZATION
WHO AM I TO TELL YOU?

- Director of the Center for Student Involvement
  - Passion is mentoring research, and research in college involvement opportunities leading to jobs
- Interview lots of college students in my career
  - Retail jobs
  - Restaurant jobs
  - Peer advisors
  - Orientation leaders
  - Entry level positions
  - Graduate school interviews
WHAT IS AHEAD

You Tell Me

You practice

Data

Transferable Skills

Match up

Your Stories and Experiences

Its all about the How

It's all about the How

You practice

Data

Transferable Skills

Match up

Your Stories and Experiences

You Tell Me
_____% students entering in college cited “to be able to get a better job” as a very important reason for attending college in 2015.
  ▪ 85.2%

___% employers seek out leadership skills
  ▪ 80%

___% employers are looking for indications that the candidate is able to work in a team.
  ▪ 79.9%

“Project failures are often due to a lack of ________ and a lack of ________ rather than a lack of intelligence.”
  ▪ –Stanford Organization Management Researcher
  ▪ Teamwork and communication

The American freshman: National norms fall 2015. Los Angeles: Higher Education Research Institute, UCLA.
According to NACE (National Association of Colleges and Employers) Job Outlook 2016 survey:
1. Take a piece of paper at your table
   A. Make a list of as many transferable/soft skills you can think of in 15 seconds
WHAT ARE LEADERSHIP AND SOFT SKILLS?

Examples of Transferable Skills
- Organization
- Detail oriented
- Strategic planning
- Teamwork
- Follow through
- Budget management
- Managing resources
- Social Media savvy
- Decision Making
- Problem Solving
- Customer Service
- Written Communication skills
- Oral Communication and or Presentation skills
- Self Motivated

Able to take direction and work independently
- Analytics and data sharing
- Initiative
- Managing Change
- Innovation
- Adaptability
- Customer Focus
MATCH UP YOUR EXPERIENCES

**Former/Current Experiences**

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**Transferable/Soft Skills Needed for Your Next Job**

1. ______________________
2. ______________________
3. ______________________
4. ______________________
5. ______________________
6. ______________________
7. ______________________
BRAINSTORM YOUR EXPERIENCES

- On slide the next slide make a list of all your experiences (left side).
  - Retail Job
  - Restaurant worker
  - Babysitter
  - Office worker/receptionist
  - Sports teammate
  - Student organization member
  - Peer Advisor
  - Research Assistant
  - Student Organization lead (officer, committee chair, key responsibility)
  - Volunteer

- On slide the next slide list some transferable skills you feel your next job would ask you to have (right side).
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PAIR AND SHARE

- Turn to a person next to you and share a story of one-two of your matches.
YOUR “HOW” IS CRITICAL

“I am organized”

How

“I am detail oriented”

How

“I have great customer service skills”

How

“I am a team player”

How

“I am a leader”

How
INTERVIEW MAPPING

- Transformational Skill #1
- Transformational Skill #2
- Transformational Skill #3
- Transformational Skill #4
- Transformational Skill #5
- Transformational Skill #6
- Transformational Skill #7

Story/Experience of how #1

Story/Experience of how #2

Story/Experience of how #3

Story/Experience of how #4
YOU PRACTICE INTERVIEW QUESTIONS

- Why are you most interested in this position?
- How do you develop inter and intra staff relationships?
- What is your leadership style?
- Why should we consider you instead of other candidates?
- "What was one of the most stressful situations you had to deal with?"
TELL US ABOUT YOURSELF

Passion

Skills
• Soft
• Technical

Job
YOUR TURN
RESOURCES

- National Survey of Student Engagement. (2014)
THANK YOU AND QUESTIONS