

# TRANSFERABLE SKILLS OF PARTICIPATING IN AN ORGANIZATION

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# DESCRIPTION

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.

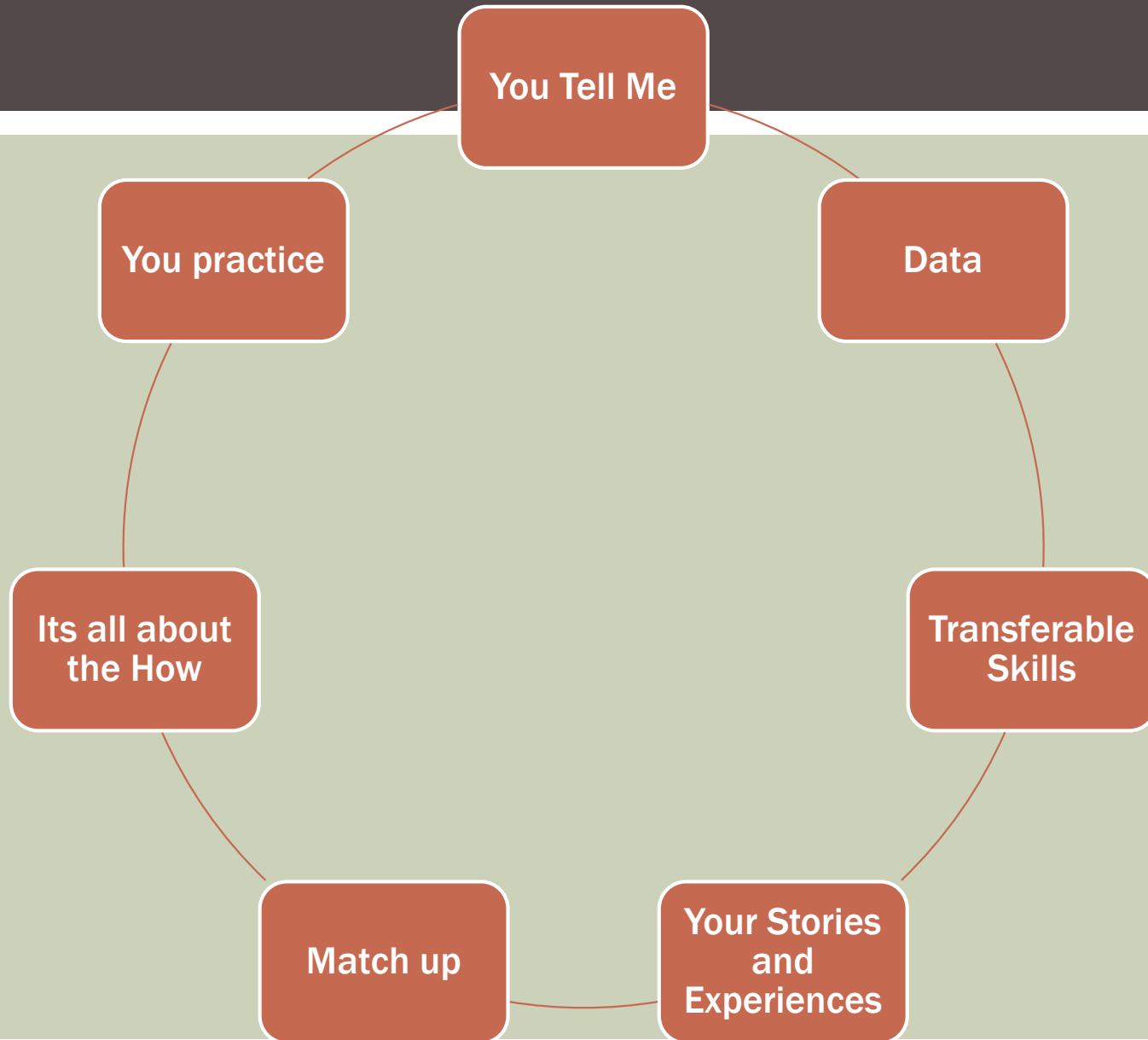
# **TRANSFERABLE SKILLS OF PARTICIPATING IN AN ORGANIZATION**

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# 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

- \_\_\_\_\_% 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:

# YOU TELL ME

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 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 your feel your next job would ask you to have (right side).

# MATCH UP YOUR EXPERIENCES

## Former/Current Experiences

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Transferable/Soft Skills Needed for Your Next Job

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

# 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

Story/Example



“I am detail oriented”

How

Story/Example



“I have great customer service skills”

How

Story/Example



“I am a team player”

How

Story/Example



“I am a leader”

How

Story/Example

# INTERVIEW MAPPING

- Transformational Skill #1
- Transformational Skill #2
- Transformational Skill #3

- Transformational Skill #3
- Transformational Skill #4
- Transformational Skill #1

Story/  
Experience  
of how #1

Story/  
Experience  
of how #2

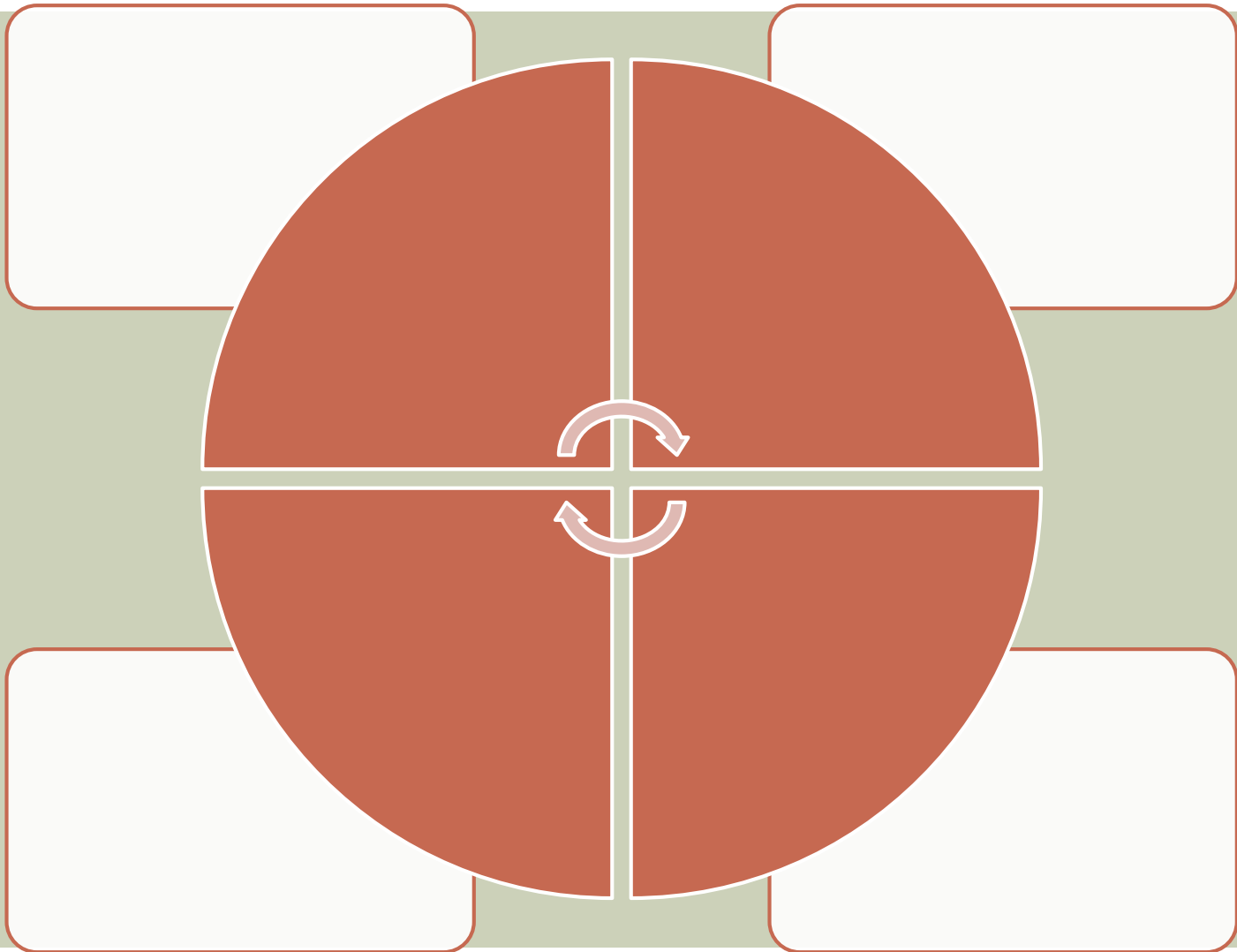
Story/  
Experience  
of how #4

Story/  
Experience  
of how #3

- Transformational Skill #4
- Transformational Skill #1
- Transformational Skill #7

- Transformational Skill #2
- Transformational Skill #6
- Transformational Skill #5

# YOU FILL IN

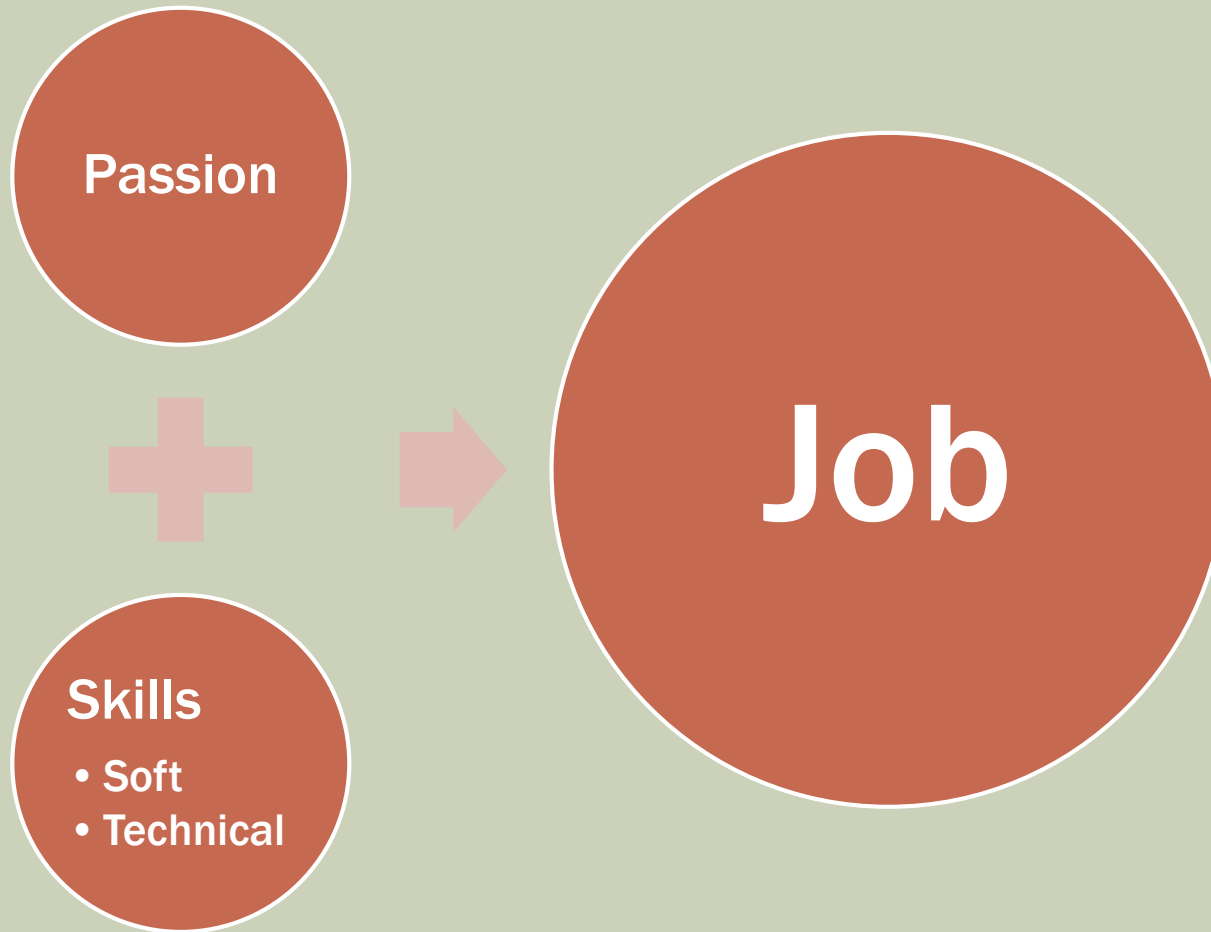


# YOU PRACTICE INTERVIEW QUESTIONS

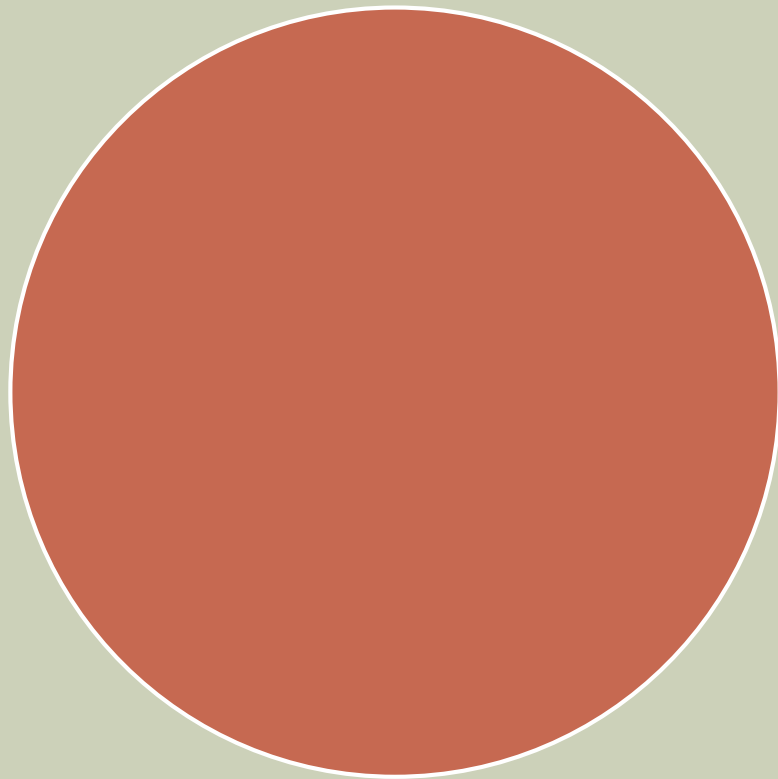
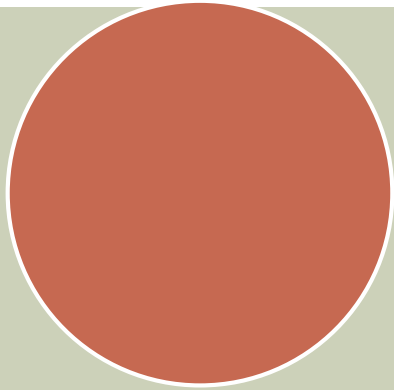
- Why are you most interested in this position?
- How do you develop inter and intra staff relationships?
- What is your leadership style?
- Why should we consider you instead of other candidates?
- "What was one of the most stressful situations you had to deal with?"



# TELL US ABOUT YOURSELF



# YOUR TURN



# RESOURCES

- National Survey of Student Engagement. (2014)
- NACE (National Association of Colleges and Employers) Job Outlook 2016 survey.

# THANK YOU AND QUESTIONS

