Reflecting on Your URA/USRA Experience

# What did I learn?

# How did my contributions benefit the university and/or community?

# What surprised me about this experience?

# What were the most satisfying parts of this experience? Why?

# What were the most challenging aspects of this experience? Why?

**Transferable Skills Checklist**

Over the years, you have developed many skills from coursework, co-curricular activities, and your total life experiences. If you have researched topics and written reports or edited and presented papers for classes, you have used skills that are not limited to just one discipline but are transferable to many different occupations or disciplines. A prospective employer expects you to be able to apply the skills you have learned in college to the work environment. Use the following checklist to help you pinpoint some of your transferable skills.

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| **Communication Skills** \_\_\_\_ speaking effectively  |  \_\_\_\_ providing appropriate feedback  |
| \_\_\_\_ writing clearly and concisely  | \_\_\_\_ negotiating  |
| \_\_\_\_ listening attentively and objectively  | \_\_\_\_ perceiving nonverbal messages  |
| \_\_\_\_ expressing ideas  | \_\_\_\_ persuading  |
| \_\_\_\_ facilitating group discussion  | \_\_\_\_ reporting information  |
| \_\_\_\_ interviewing  | \_\_\_\_ describing feelings  |
| \_\_\_\_ editing  | \_\_\_\_ public speaking  |
| \_\_\_\_ responding appropriately to +/- feedback  | \_\_\_\_ using various styles of written communication  |
| \_\_\_\_ using various media to present ideas imaginatively  | \_\_\_\_ conveying a positive self-image to others  |

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| **Research/Planning/Investigation** \_\_\_\_ forecasting/predicting  |  \_\_\_\_ analyzing  |
| \_\_\_\_ creating ideas  | \_\_\_\_ developing evaluation strategies  |
| \_\_\_\_ identifying problems  | \_\_\_\_ testing validity of data  |
| \_\_\_\_ imagining alternatives  | \_\_\_\_ designing an experiment or model  |
| \_\_\_\_ identifying resources  | \_\_\_\_ formulating questions  |
| \_\_\_\_ gathering information  | \_\_\_\_ making conclusions  |
| \_\_\_\_ solving problems  | \_\_\_\_ conceptualizing  |
| \_\_\_\_ setting goals  | \_\_\_\_ observing and discovering  |
| \_\_\_\_ extracting important information  | \_\_\_\_ defining needs  |

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| **Human Relations/Interpersonal** \_\_\_\_ developing rapport  |  \_\_\_\_ being patient  |
| \_\_\_\_ being sensitive  | \_\_\_\_ interacting effectively with peers, superiors, and subordinates  |
| \_\_\_\_ listening  | \_\_\_\_ persuading others  |
| \_\_\_\_ conveying feelings  | \_\_\_\_ being willing to take risks  |
| \_\_\_\_ providing support for others  | \_\_\_\_ teaching/instructing others  |
| \_\_\_\_ motivating  | \_\_\_\_ demonstrating effective social behavior  |
| \_\_\_\_ sharing credit  | \_\_\_\_ perceiving feelings and situations  |
| \_\_\_\_ helping others  | \_\_\_\_ delegating with respect  |
| \_\_\_\_ counseling  | \_\_\_\_ working with diversity or multi-cultural issues  |
| \_\_\_\_ cooperating  | \_\_\_\_ keeping a group “on track”  |

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| **Work Survival** \_\_\_\_ implementing decisions  |  \_\_\_\_ meeting goals  |
| \_\_\_\_ cooperation  | \_\_\_\_ enlisting help  |
| \_\_\_\_ enforcing policies  | \_\_\_\_ accepting responsibility  |
| \_\_\_\_ being punctual  | \_\_\_\_ setting and meeting deadlines  |
| \_\_\_\_ managing time and stress  | \_\_\_\_ organizing  |
| \_\_\_\_ attending to detail  | \_\_\_\_ making decisions  |
| \_\_\_\_ working effectively under pressure  | \_\_\_\_ seeking opportunities for professional development  |
| \_\_\_\_ taking initiative in job-related duties \_\_\_\_ discerning appropriate behaviors for the workplace  | \_\_\_\_ evaluating personal and professional strengths and weakness   |

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| **Organization/Management/Leadership/Decision Making** \_\_\_\_ initiating new ideas and tasks  |  \_\_\_\_ managing groups  |
| \_\_\_\_ handling details  | \_\_\_\_ delegating responsibility  |
| \_\_\_\_ coordinating tasks  | \_\_\_\_ teaching/instructing  |
| \_\_\_\_ coaching/mentoring  | \_\_\_\_ promoting change  |
| \_\_\_\_ counseling  | \_\_\_\_ selling ideas or products  |
| \_\_\_\_ managing conflict  | \_\_\_\_ making decisions with others  |
| \_\_\_\_ motivating and leading people  | \_\_\_\_ analyzing tasks  |
| \_\_\_\_ organizing people/tasks to achieve a specific goal  | \_\_\_\_ identifying people who can contribute to solutions of problems or tasks  |
| \_\_\_\_ following up with others to evaluate progress  | \_\_\_\_ facilitating brainstorming activities  |
| \_\_\_\_ conducting meetings  | \_\_\_\_ developing goals for an organization  |
| \_\_\_\_ giving praise and credit to others for a job well done  | \_\_\_\_ prioritizing tasks  |
| \_\_\_\_ solving problems/mediating  | \_\_\_\_ encouraging and inspiring  |
| \_\_\_\_ taking risks  | \_\_\_\_ negotiating agreements  |
| \_\_\_\_ implementing sound decisions  | \_\_\_\_ taking responsibility for decisions  |

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| **Financial Management** \_\_\_\_ developing a budget accurately estimating expenses and income  |  \_\_\_\_ ensuring timeliness of payments  |
| \_\_\_\_ keeping accurate and complete financial records  | \_\_\_\_ fundraising  |
| \_\_\_\_ accounting  | \_\_\_\_ calculating  |
| \_\_\_\_ assessing \_\_\_\_ investing  | \_\_\_\_ projecting/forecasting   |

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| **Critical Thinking/Problem Solving** \_\_\_\_ anticipating problems before they occur  |  \_\_\_\_ involving group members to evaluate solutions  |
| \_\_\_\_ defining problems and identifying possible causes  | \_\_\_\_ developing plans to implement solutions  |
| \_\_\_\_ identifying possible solutions and selecting the most appropriate ones  | \_\_\_\_ multi-tasking  |
| \_\_\_\_ creating innovative solutions to complex problems  | \_\_\_\_ identifying a general principle that explains interrelated experience  |

**PUTTING YOUR TRANSFERABLE SKILLS TO WORK**

List five skills that you consider your best transferable skills. Write an example of where or how you used each skill and rank the skills with number 1 being the most important.

 **Skill Example Ranking**

1.

2.

3.

4.

5.

Identifying Transferable Skills

# **Brainstorming Activity**

Spend some time brainstorming answers to each of the three questions below.

1. What are the **tasks** you do in this role?
2. What are the **skills** you use to accomplish these tasks?
3. What is the **purpose or goal** of these tasks?

Now, combine all three steps to create impactful bullet points for your resume!

*Example:*

Task: serve tables

Skills: multi-tasking, customer service

Purpose: make customers want to return, good satisfaction survey scores

Final bullet:

* Ensured repeat business by serving tables in a friendly and timely manner using excellent multi-tasking and interpersonal skills, achieving a 100% satisfaction rating from customer surveys

Your final bullet:

**Active verbs for resume writing**

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| **MANAGEMENT SKILLS**AdministeredAnalyzedAssignedAttainedChairedCo-ordinatedDelegatedDevelopedDirectedEvaluatedImprovedIncreasedInitiatedIntegratedOrganizedOversawPlannedPrioritizedProducedRecommendedReviewedScheduled | **COMMUNICATION SKILLS**AddressedArrangedAuthoredCollaboratedCorrespondedDevelopedDirectedDraftedEditedFormulatedInfluencedInterpretedMediatedModeratedNegotiatedPersuadedPromotedPublicizedRecruitedTranslated  | **CLERICAL SKILLS**ApprovedArrangedCataloguedClassifiedCollectedCompiledDispatchedGeneratedImplementedInspectedMonitoredOperatedOrganizedPreparedProcessedPurchasedRecordedRetrievedScreenedSpecifiedSystematizedTabulated  | **CREATIVE SKILLS**ActedCreatedCustomizedDesignedDevelopedDirectedEstablishedFashionedFoundedIllustratedInitiatedInstitutedIntegratedIntroducedInventedPerformedPlannedRevitalized | **RESEARCH SKILLS**AnalyzedCalculatedClarifiedCollectedCritiquedDetectedDiagnosedEvaluatedExaminedIdentifiedInspectedInterpretedInterviewedInvestigatedMonitoredOrganizedResearchedReviewedSummarizedSurveyedSystematized  |
| **TEACHING SKILLS**AdaptedAdvisedClarifiedCoachedCommunicatedCo-ordinatedDevelopedEducatedEnabledEncouragedEvaluatedExplainedFacilitatedGuidedInformedPersuadedSet goalsStimulatedTrained  | **FINANCIAL SKILLS**AdministeredAllocatedAnalyzedAppraisedAuditedBalancedBudgetedCalculatedDevelopedForecastedManagedMarketedPlannedProjectedResearched  | **TECHNICAL SKILLS**AssembledBuiltCalculatedComputedDesignedEngineeredMaintainedOperatedOverhauledProgrammedRemodelledRepairedUpgraded  | **HELPING SKILLS**AssistedAssessedClarifiedCoachedCounseledDemonstratedDiagnosedEducatedFacilitatedGuidedMotivatedReferredRepresented  | **ACCOMPLISHMENTS**AchievedAwardedExpandedImprovedInitiatedPioneeredRecognizedReducedResolvedRestored  |