

OPTION #1

PERSONAL STORIES BANK

STEP 1 - POSITION/
COMPANY RESEARCH

STEP 2 – RELATED
QUALITIES/COMPETENCIES

STEP 3 - PERSONAL EXPERIENCES/STORIES

CORE FUNCTIONS OF THE JOB

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• Research, data mining and analysis• Collaborating with multidisciplinary team• Self-directed learning• Work with diverse clientele | <ul style="list-style-type: none">• Setting goals, gathering information, identifying/solving problems• conflict resolution, developing rapport, collaborating• Managing time, meeting goals• Speaking effectively, proving feedback, writing concisely | <ul style="list-style-type: none">• Research methods course, volunteer position in geography department (e.g. helping graduate students gather and analyze research data, working in multidisciplinary team – profs, grad students, participants, etc.)• Business 1257 feasibility study (coming together despite conflicting ideas, collaborating on sections)• Completing honors thesis (setting timelines, goals, etc.)• Part-time job at the Spoke Eatery (e.g. diversity of clientele), Workshop facilitator for the Leadership Education Program |
|---|--|---|

COMPANY VALUES

- | | | |
|--|--|---|
| <ul style="list-style-type: none">• Innovation• Community focus | <ul style="list-style-type: none">• Thinking creatively, adapting, producing• Valuing diversity, having an impact | <ul style="list-style-type: none">• Producing more efficient ways of approaching work with Business class project (e.g. virtual meetings), suggestion for change in registration process for campus clubs (more accurate data)• Role as an Orientation Leader (help first year students feel part of campus community) |
|--|--|---|

PERSONAL STORIES BANK

| EXPERIENCE | ACTIVITIES/TASKS | HOW | OUTCOME | SKILLS & QUALITIES |
|-------------------------|---|--|---|--|
| <i>Your experiences</i> | <i>Identify the specific tasks or activities you were involved in</i> | <i>Answer the question "how did I do that task?".</i> | <i>What were the outcomes of your efforts?</i> | <i>Record the relevant skills & qualities</i> |
| Sales Associate | <ul style="list-style-type: none"> • sold clothing to clients, made suggestions on selections • worked on cash register • participated in inventory counts • attended training sessions • processed returns and dealt with customer complaints | <ul style="list-style-type: none"> • attentive to clients and assessed needs • worked well with other associates and managers • quick and efficient in attending to clients • responded to client complaints with tact and professionalism • friendly and outgoing when talking with clients, co-workers & managers • accurate and fast when using cash register • always ready to fill in when asked • took initiative - saw things that needed to be | <ul style="list-style-type: none"> • repeat clients • earned reputation for superior inventory knowledge • surpassed monthly sales goals • received accolades from management • was asked to take on more responsibility | <ul style="list-style-type: none"> • communication • interpersonal • customer service • teamwork • flexibility • resourcefulness • initiative |