

NOTE-TAKER EDITION

Interview Tip:

Behavioral Interview Prompts

Employers often ask questions about how you responded to specific situations. For example:

- Tell me about a time when you experienced a conflict while working on a team.
- Describe a time when you had to work well under pressure.
- Give me an example of a time when you showed initiative and took the lead.
- Tell me about a time when you made a mistake, and how you handled it.

S.T.A.R. Method

You can use STAR as a framework to structure your response to behavioral interview questions.

- Describe the context and background for a **situation** that's relevant to the question.
- Explain the **task** that needed to be completed. What was the goal?
- Outline specific **actions** you took. How did you exhibit transferable skills?
- Share the **results** of your actions. What was the outcome? What did you learn?

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MARKET

YOUR EXPERIENCE

LET'S TALK ABOUT YOUR NOTETAKER EXPERIENCE

Note-takers work with the Office of Accessibility Services to transcribe course lectures for students with disabilities who have been approved for the peer note-taker accommodation. These disabilities often create a barrier for students to take comprehensive written notes in class and they therefore need supplemental notes in addition to their own. Note-takers commit to attending all of their lectures and to upload a copy of their notes to an online software called Accommodate within 24 hours of each class session. As a peer note-taker, you allow Rollins College to provide this accommodation and help to create a more inclusive and accessible classroom environment for students with disabilities.

TRANSFERABLE SKILLS

Written Communication Your communication skills are truly put to the test in your role as a note-taker. This role requires you to listen attentively in order to take detailed notes, as well as to consistently review your work to ensure that the information can be understood by a third party. This requires both attention to detail and effective communication skills. It is important to employers that your written communication is both professional and successful in conveying the intended message to an audience. Your note-taking role provides countless examples of your ability to successfully communicate information in written form.

Professionalism/Time Management As a note-taker you have committed to upload your notes within 24 hours of class in order to provide an important service for students with disabilities. To do this you have honed your ability to organize your time effectively and to consistently meet deadlines. You have also likely practiced contingency planning in order to successfully navigate unexpected obstacles. Employers seek candidates who have strong organizational and time-management skills, and who have a demonstrated record of meeting deadlines.

Critical Thinking Note-takers are selected due to their proven ability to excel in courses and to use critical thinking in their mastery of concepts. In your role, you must not only understand complex material presented in class, but you must also be able to synthesize that information, often conveyed orally by the professor, into a clear written format. This requires critical thinking skills, as well as the ability to ask the right questions when necessary in order to ensure that you grasp the material enough to effectively communicate it in your notes. These skills will give you a competitive edge in the future job market.

Digital Technology To get your notes to the note-receiver you utilize Accommodate, Accessibility Services' online system. You also take detailed notes either by typing or handwriting them. In taking electronic notes, you've become more efficient in both typing and using Microsoft Word. In handwriting them you've used a scanner to upload the notes, gaining experience operating standard office equipment. Employers look for someone who is competent when it comes to technology: demonstrating their ability to learn new software, type accurately and efficiently, and effectively use office equipment.

SAMPLE RESUME ACTION STATEMENTS

- Interpreted complex material and subject area jargon in order to synthesize information into clear, detailed course notes
- Established an organized personal and academic schedule to consistently meet all deadlines for uploading notes throughout the semester
- Demonstrated ability to multitask in a fast-paced environment by simultaneously engaging in active listening, transcribing material, and initiating communication with professors in order to produce accurate notes
- Successfully learned and utilized digital software and office technology for note uploading while proving the ability to type accurately and efficiently

**Because each student's experience is different, use this as a general guide to help you articulate your unique experience.