

# IMMERSION 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?

# Rollins

EST. 1885

Center for Career & Life Planning

1000 Holt Ave. – 2787, Winter Park FL 32789  
careercenter@rollins.edu | 407.646.2195  
rollins.edu/career-life-planning

# MARKET YOUR EXPERIENCE

## LET'S TALK ABOUT YOUR IMMERSION EXPERIENCE

Immersion experiences provide students with opportunities to develop their personal leadership style, establish strong friendships with like-minded student leaders, make connections to faculty and staff, and contribute to the local community through service. Students who participate in Immersions discover their leadership potential and passions and give back to the campus and national and international communities. You will find that many of the skills obtained, including teamwork, organization, and communication, can be directly translated to work environments across all industries. By utilizing the guide below, you will be able to elaborate on the following characteristics and skills on resumes, cover letters and throughout the interview process to land your next great opportunity.

## SAMPLE RESUME ACTION VERBS

- Accomplished
- Achieved
- Administered
- Advised
- Allocated
- Arranged
- Assigned
- Assisted
- Awarded
- Budgeted
- Built
- Chaired
- Collaborated
- Communicated
- Conducted
- Coordinated
- Cooperated
- Corresponded
- Created
- Delegated
- Developed
- Directed
- Encouraged
- Facilitated
- Fostered
- Improved
- Implemented
- Initiated
- Investigated
- Led
- Maintained
- Marketed
- Mediated
- Moderated
- Planned
- Promoted
- Publicized
- Recorded
- Organized
- Overcame
- Recommended
- Selected
- Served
- Supported
- Volunteered

## TRANSFERABLE SKILLS

**Leadership** If you facilitated an Immersion, outline your duties. Employers like to see potential employees exercise that level of responsibility and the ability to think big. The experiences you learned reflect greatly on your potential performance as an employee. It is important to highlight personal accomplishments or learning experiences as well.

**Service** Immersion is all about service in the community, and whether you participated in a weekend or weeklong experience, you gave up personal time off to serve others and work on social issues. Employers value this versatile experience of working with members of community for a cause greater than self.

**Organization & Time Management** You didn't just come to Rollins for the classes. You worked a job, and spent long days and nights serving others. You

juggled so many activities because you were very organized, practiced good time management and were disciplined and goal-oriented.

**Teamwork & Communication** Emphasize the complex types of projects completed on your service sites, the number of members that needed to be coordinated, the communication skills that go into productive teamwork. You will always need to work with people in any job, so show you work with diverse others successfully.

**Social Justice** In working with the community and leading others who are unlike you, you exemplified high levels of awareness of social justice issues. You cultivated a community of care and collaboration to welcome all to create social change.

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

## SAMPLE RESUME ACTION STATEMENTS

### Immersion Participant

- Served the location community number hours during the break
- Worked on a team with number other participants to make a positive impact on the issue of impact area
- Description of service performed on particular Immersion experience

### Immersion Facilitator

- Gathered information about location in order to construct an action plan for an alternative break
- Created a detailed itinerary for alternative break experience including travel times, maps, service locations, food, lodging, and activities
- Organized student information, including emergency contacts, dietary restrictions, and contact information
- Developed curriculum for alternative break program, centered around impact area
- Engaged students in social justice awareness by facilitating critical reflection and robust discussions
- Maximized a budget of \$money for an alternative break, including housing, food, and transportation costs
- Designed materials and implemented marketing for alternative break experience, resulting in number participants
- Initiated and maintained working partnerships with non-profit organization
- Collaborated with two co-facilitators to provide meaningful education, service experience and reflection activities
- Facilitated icebreakers to establish group dynamics and create a welcoming environment, and established ground rules and held participants accountable for respecting others in social justice discussions

### Immersion Assistant Coordinator

- Advised number Immersions per semester and assisted in weekly Facilitator Team meetings
- Facilitated discussions about communication, expectations, and team development for facilitator teams
- Acted as a liaison between Immersion Planning Team and Facilitator Team by updating Immersion Dashboard
- Developed tools and documents for use by Immersion Planning Team and Immersion Facilitators, including itineraries, budgets, marketing materials, reflection activities, and meeting agendas
- Researched potential impact areas, sites, community partners, and educational tools
- Reviewed applications alongside Facilitator Team to select participants

### Immersion Student Coordinator

- Led and supported the Immersion Planning Team in researching potential experiences, including issue areas, community partners, and travel and accommodations
- Facilitated Immersion experience in month in location working with non-profit organization serving the issue area community
- Advised number Immersion experiences before, during, and after departure and assisted in logistics and emergency protocol
- Maximized a budget of \$number divided among number experiences
- Created goals and action items for Immersion program
- Developed and led Immersion Facilitator Trainings and Immersion Planning Team Retreats every semester
- Recruited and paired Immersion Facilitator teams to experiences
- Designed and ordered Immersion swag to market the program to the campus community
- Promoted Immersion using social media (Instagram, Facebook, Twitter, etc.) before and during experiences
- Collected, compiled and maintained participant data from applications, evaluations, and other feedback