

TITLE IX INTERNSHIPS 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 INTERNSHIP EXPERIENCE

As an Intern in the Office of Title IX, you had the opportunity to access a variety of experiences. The skills you developed in this internship can be translated to work environments in all industries. Use this guide to help you articulate these skills on your resume, cover letters, and interviews.

TRANSFERABLE SKILLS

Analytical/Strategic Thinking You have learned to think analytically, execute strategies, and improve outcomes. This translates directly to success in the workplace.

Coachability/Ability to accept feedback You had the opportunity to receive constructive feedback and improve performance. In industry, accepting feedback is the key to professional growth and success.

Cultural Competence/Inclusion You had to demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people; understanding individual and cultural differences. This is important in every equal opportunity workplace.

Teamwork/Collaboration It was necessary for you to build collaborative relationships and work within a team structure to negotiate and manage conflict. Individual commitment to a team effort can lead to exponential success in the workplace.

Detail Orientation Attention to detail can make the difference in whether you achieve desired outcomes. While it's important to keep focused on the bigger picture, understanding logistics can be key to successful project completion.

Leadership As an intern, you leveraged skills to achieve common goals. You were required to assess and manage their emotions; use empathetic skills to guide and motivate; organize, prioritize and delegate work. Employers constantly search for talent who embody dedication and leadership.

Oral/ Written Communication You were required to articulate thoughts and ideas clearly and effectively in written and oral forms to individuals in and outside of the college. This may have included public speaking, writing/editing memos, letters, emails, and other complex technical reports. This is a valuable life skill.

Professionalism/Work Ethic You were required to demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, time workload management, and understand the impact of non-verbal communication on professional work image. Interns must demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind, and learn from their mistakes. This is a valuable life skill.

SAMPLE RESUME ACTION STATEMENTS

- Created intentional programming to connect # of students to campus and community.
- Developed, marketed, and led # student-centered programs to promote education, diversity, inclusion and wellness.
- Promoted academic excellence, addressed student needs, and encouraged involvement among students in ways that support the college mission.
- Communicated college policies and modeled appropriate behaviors to student communities.
- Conducted and analyzed research around gender based discrimination and prevention programs.
- Managed administrative and clerical tasks to support overall program efficiency.
- Established rapport with external/internal college partners to achieve Title IX campus education goals.
- Developed positive learning environment to link community, faculty, and residents.

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