

SGA 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 ORGANIZATION

The mission of the Student Government Association (SGA) is to provide a voice to Rollins students and help advance their interests within the college administration.

The Student Government Association's purpose is to:

- Represent the student body by conveying the opinions, ideas, wishes, and needs of the students to the administration, faculty, and staff
- Provide a better social, cultural, and educational life on campus
- Promote the high standards of education offered at Rollins College

Being active in the SGA has allowed you to acquire skills that will be invaluable in the workplace. Use the examples in this guide to elaborate on these skills on resumes, cover letters, and interviews.

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 TALKING POINTS

Leadership By serving on SGA, you exhibited the ability to step out of your comfort zone and model ethical leadership to facilitate campus and community development. Employers seek candidates who demonstrate dedication and initiative by leading beyond their roles.

Organization and Time Management You juggle SGA duties and activities with school work and other obligations by being organized. Emphasize the effective time management strategies used to fulfill all of your obligations. Employers value time management because it conveys discipline and motivation.

Teamwork SGA members work with various organizations within and outside the college community. Emphasize the communication and coordination skills you developed while completing team projects. Successful collaboration between coworkers, offices, and even other organizations is essential to success in the workplace.

Communication Communication between members, staff, and faculty is essential in SGA. Using your diplomatic skills with colleagues and supervisors to solve problems will be just as necessary in the work environment.

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

SAMPLE RESUME ACTION STATEMENTS FOR STUDENT GOVERNMENT ASSOCIATION

President

- Represented student interests in meetings with Rollins faculty, staff, and alumni
- Facilitated authorization of SGA-funded accounts, Senate bills, and Senate resolutions
- Produced annual comprehensive report assessing SGA outcomes for distribution at end of term of office

Vice President

- Served as President of Senate and conducted all Senate meetings
- Designed and distributed agenda with proposed legislation to # attendees for Senate meetings
- Maintained records of attendance, legislation written, recommendations, complaints, and memorandums

Academic Affairs Chair

- Served as main student liaison on College Governance Committee for Academic Affairs
- Managed record of agendas and minutes of committee and promoted committee membership
- Collaborated with Academic Affairs on planning faculty initiatives, speakers, and meetings

Finance Chair

- Served as Chief Financial Officer of SGA, presiding over hearings for Student Organizations to obtain funding
- Budgeted SGA funded accounts of \$#, ensuring that organizational funds benefit community
- Provided access to all records of SGA-funded accounts to SGA Executive Board and Senate

Internal Relations

- Organized SGA suite including offices, filing cabinets, interoffice mailboxes, and digital files
- Monitored attendance for SGA, Executive Board, and Senate meetings, keeping record of agendas and minutes
- Acted as liaison and contact person for scheduling office hours and appointments

Public Relations Chair

- Assisted in publicity of # SGA sponsored activities as SGA media contact
- Formulated and implemented marketing plan for SGA
- Monitored regular and timely publication of SGA information via social media and SGA website

Student Life Chair

- Maintained records of agendas and minutes of Student Life Committee as well as Committee membership records
- Collaborated with campus organizations and departments to promote positive change within residence halls
- Evaluated college policies and created committees to make services and resources easier for students to use

Events Chair

- Recommended activities and ideas that would benefit SGA to Executive Board and Senate
- Coordinated # campus wide events sponsored by SGA
- Supervised committees for # special events sponsored by SGA

Chief Justice

- Served as Chair of the Judicial Board and presided over Judicial Board hearings
- Enforced duties of each SGA member as outlined in constitution
- Reviewed written excuses for failure to meet Senate obligations and determined validity

Executive Board Chair for Diversity and Inclusion

- Monitored Diversity Committee consisting of # senators proposing potential legislation for SGA meetings
- Attended weekly meetings with students, faculty, and staff regarding diversity and inclusion initiatives on campus
- Encouraged senators and students to represent SGA in events involving diversity and inclusion on campus