

CPC OR IFC 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 CPC OR IFC EXPERIENCE

College Panhellenic Council (CPC) is the governing body responsible for the direction and maintenance of all six women's fraternal organizations recognized by Rollins College, including local and NPHC chapters. The council is responsible for the implementation of educational programming, academic support, formal sorority recruitment, leadership development initiatives, philanthropic events, and service efforts.

The Interfraternity Council (IFC) is the governing association for all men's fraternal organizations recognized by Rollins College, including local and international chapters. The IFC plans and implements various educational and leadership programs for its members while also providing administrative guidance for policy, procedure, recruitment, academic issues, and governance.

As a member of either organization, you discover leadership in action and have the opportunity to contribute positively to the campus and greater community. Use this guide to help you elaborate on your skills on resumes, cover letters, and interviews.

SAMPLE RESUME ACTION VERBS

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

TRANSFERABLE SKILLS

Service FSL members are known for providing help in the community. Each sorority or fraternity sponsors a community organization. Describe your service efforts to illustrate collaboration with community members as well as demonstrate dedication to a cause greater than yourself.

Leadership Assuming a position in CPC or IFC indicates your drive for leadership. If you participated in local or national leadership training, note the length, breadth, and content of that experience. Such leadership experience reflects greatly on your potential as an employee.

Organization & Time Management You juggle your fraternity or sorority activities with schoolwork and other obligations by being organized. Employers value time management because it conveys discipline and motivation.

Teamwork Emphasize the communication and coordination skills you developed while completing team projects. Successful collaboration between co-workers, offices, and even organizations is essential to success in the workplace.

**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 COLLEGE PANHELLENIC COUNCIL

President

- Supervised overall operation of CPC and proper training of # new officers
- Ensured Executive Board and general meetings stayed on track and productive by... (include “how” to deepen the value of the statement)
- Facilitated communication between CPC, Rollins College, and local Panhellenic Conference area advisor

Vice President of Accountability & Wellness

- Chaired Judiciary Committee, conducting productive, purposeful meetings of # members
- Coordinated recruitment training and clarified recruitment skills, practices, and guidelines for # members
- Monitored academic standing of Panhellenic community, ensuring that each sorority met set goals

Vice President of Recruitment Counselors

- Led # member recruitment team composed of Panhellenic Executive Board and Recruitment Counselors
- Coordinated recruitment evaluations for both active and new members, totaling # women
- Organized # formal recruitment activities, events, and workshops (further quantify or specify the events)

Vice President of Programs

- Planned and executed # community service events, educational programs, and social functions
- Collaborated with Interfraternity Council Delegate to supervise planning and execution of Greek Week
- Developed and executed marketing campaigns with Vice President of Public Relations to promote # events

Vice President of Finance and Records

- Managed budget of \$# and maintained financial records, minutes, and reports of Panhellenic meetings
- Facilitated collection of funds and ensured prompt payment of bills
- Researched and applied for grants from local, state, and private sources, raising \$# to benefit FSL and community organizations

Vice President of Public Relations

- Created and distributed paper and digital flyers to promote educational and social events
- Maintained and publicized social media channels like Facebook, Twitter, and Instagram (list all platforms)
- Directed outreach communication to campus, raising awareness of all Fraternity and Sorority Life activities

SAMPLE RESUME ACTION STATEMENTS FOR INTERFRATERNITY COUNCIL

President

- Ensured implementation of all IFC educational programming and IFC-sponsored events (further quantify or specify the events)
- Supervised overall operation of IFC and proper training of # new officers
- Appointed ad hoc committees to support delegates and officers of Interfraternity Council

Vice President of Accountability

- Developed and implemented academic success initiatives for # IFC members
- Reviewed and approved events submitted by social chairs of # fraternities
- Facilitated communication between IFC and other organizations through outreach and email

Vice President of Programs

- Collaborated with Vice President of College Panhellenic Council Delegate to supervise planning of Greek Week
- Coordinated promotion of # events with Vice President of Public Relations
- Planned and executed # IFC community service events, programs, and functions

Vice President of Finance and Records

- Managed IFC budget of \$# and maintained financial records, minutes, and reports of IFC meetings
- Facilitated collection of funds and ensured prompt payment of bills
- Researched and applied for grants from local, state, and private sources, raising \$# to benefit FSL and community organizations

Vice President of Recruitment:

- Coordinated open recruitment process and planned formal recruitment
- Monitored registration of # potential new members for formal recruitment
- Coordinated Fall Open House process for all # fraternities
- Communicated specific rules and policies relating to recruitment as approved by IFC to each chapter

Vice President of Public Relations

- Coordinated and marketed relevant IFC updates/events in timely manner
- Created and managed IFC social media platforms including... (list)
- Captured pictures and published records of # events and programs
- Increased awareness of fraternity and sorority life events and accomplishments through implementation of campus-wide communication campaign