

STUDENT ORGS. 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 EXPERIENCE AS A MEMBER OF A STUDENT ORGANIZATION

Participating in a student organization allows you to gain awareness of yourself and others. 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.

TRANSFERABLE SKILLS

Service Student organizations often encourage participation in service projects. Describe your service efforts to illustrate collaboration with community members as well as demonstrate dedication to a cause greater than yourself.

Leadership Chances are that you've taken on a leadership role or "led from behind" in your student organization. In the workplace, leadership positions won't always be available, but being a leader in your position is essential.

Organization and Time Management You juggle student organization activities with school work and other obligations by being organized. Employers value

time management because it conveys discipline and motivation.

Teamwork Student organization members work with various organizations within and outside the college. 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.

Communication Communication between members is essential in student organizations. Using your diplomatic skills to solve problems will be just as necessary in the work environment.

SAMPLE RESUME ACTION STATEMENTS

President

- Organized weekly meetings, volunteer events, and student-run initiatives
- Coordinated # activities for organization and delegated authority of # members
- Presided over organization's weekly general meetings and executive board meetings

Vice President

- Supervised committee system and assisted committee chairs in achieving clear goals
- Recorded attendance at every meeting and maintained personal record of each club member
- Directed constitutional updates and revisions by facilitating organizational decision-making processes

Treasurer

- Managed collection and allocation of budget of \$ for organization
- Prepared and implemented budget for organization, recording the financial history
- Administered purchase orders, requisition forms, and supply requests for review

Secretary

- Drafted meeting agendas, supplied materials in advance, and created follow up meeting summaries
- Managed email correspondence between organization, members, and college community
- Collaborated with other campus and community organizations, serving as point of contact for organization

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