Employability Tracker

# Building Your Future

One of the best habits you can adopt for developing your employability is evidence recording. We encourage you to follow the guidance in this tracker document, apply the actions suggested throughout, and begin building evidence of skills and experience. You can change the examples you’ve listed, or even list multiple examples if you like. So long as you are preparing evidence of skills, training and experience, you are strengthening your ability to stand out from the crowd and taking effective action towards the next steps in your career!  
  
  
  
Once you have downloaded this document, you can edit the document itself on your computer or device, or print it off. Whichever format you choose, aim to update your leadership journal when you have picked up new skills and experience. We suggest you seek to review the document once a term, even if do not have anything new to input - it’s a good idea to remain conscious of the skills you are looking to build and consider ways to find examples of them, whether this means taking on new opportunities or pushing current activities further.

Make the Employability Tracker Work For You  
  
If this is your first time taking stock of your skills and experience and to record them as evidence, you are in safe hands and are already on your way towards building your employability! We have broken down the exact actions you need to take for you to start recording evidence and making effective strides towards the next steps in your career.

Wherever you are on your journey and whatever opportunities you have taken advantage of, by taking the actions we propose, you *will* be moving forwards effectively towards a rewarding, stimulating career.  
4 Simple Actions

1. ***Read***: Through this document. Pay attention to the examples of interview style questions, understand the exemplar answers, and consider what your own examples could possibly look like. What could you answer right now? What couldn’t you answer?
2. ***Take stock of opportunities****:* If you are not currently involved in any development opportunities, consider taking up new opportunities to start building your evidence of skills and experience. Perhaps you can join a Society or Club, to move towards becoming an Exec? Or perhaps you could take up a paid Student Staff role to support yourself while gaining valuable skills and experience?
3. ***Structure****:* Look at your diary, put aside a date where you can spend some time recording evidence of skills, training and experience you have gained. This can be once a term. You can update it more often if you like, but do set aside some time.
4. ***Record Evidence****:* Follow the exemplar answers and record your own, knowing that you are taking valuable and meaningful action towards the next steps of your career.

****

**Skills in Action: Interview Style Q&A**

Recording evidence of your skills, training and experience is important. Doing so will prepare you well for interviews and applications, and allow you to shine as a candidate. In this section, we have prepared some interview style questions with exemplar answers. By taking the actions we have specified, you too will be positioned to provide effective answers like those listed below, allowing you to move towards reaching your enormous potential.

***Question 1:*** *Can you provide an example of a situation in which you have demonstrated your communication and interpersonal skills?*

I was elected as a course rep (SSLC) in my first year at Warwick: I needed to quickly build rapport with my fellow students in order to get their feedback and opinions (good and bad!) on our course, in terms of what could be improved or developed further.  
  
I then presented this feedback to staff and academics at our regular staff/student meetings This role taught me to acquire information, disseminate it and present it in a positive way that facilitated change and improvement.

***Question 2:*** *Please outline a situation in which you have demonstrated problem solving skills*

I took on the role of Treasurer of our Society and halfway through our academic year our Social Secretary was ill and couldn’t continue with their Exec responsibilities. They had planned several socials and a recruiter evening (which 200 students were attending) and our Exec needed to pick up several parts of the plan quickly to ensure these events went ahead and were a success. There was also a risk that we would lose deposits on the venues  
  
What was initially a substantial problem turned into a great learning curve for me: with some extra hours and collaboration with other Exec members I learned a new skill – event management!

***Question 3:*** *When have you used your initiative to complete a task?*

As a Treasurer of my Society, when working on budgets for my Society, it occurred to me that the data I was in possession of suggested that by running an upcoming event at a suggested venue, additional costs would be accrued which could cause problems for the Society in the long-run. As such, I used my initiative to contact the venue, see if any alternative arrangements could be made, and made some tweaks to the upcoming event before it had been proposed to the membership to ensure the Society account remained in a positive balance.

***Question 4:*** *Describe a situation in which you had to work under pressure to meet a deadline?*

As President of my Society, I was under pressure to ensure that my Society had completed a series of documents to ensure that we would be given a table at Societies Fair in order to recruit from the upcoming cohort of members. This is a major event for my Society and where the majority of our recruiting will take place, meaning that ensuring a table would be of a great deal of importance. I delegated the tasks of completing the various paperwork to a number of Execs, and opted to complete a range of it myself. By working efficiently and being mindful of the deadline, I was able to perform and ensure that the paperwork was correctly submitted ahead of schedule

***Question 5:*** *Can you provide an example of where you had to use your organisational skills?*

In my final year, I was elected as the Social Secretary for the Engineering Society. As well as bi-monthly Social Events, I was also charged with organising the annual Society Ball. The event is held every year and has an average attendance of 150 people. This process included booking the venue, DJ, Security, and working with the Student Union to ensure that all necessary paper work was complete, payments were met and deadlines were met. As a result, I was in constant communication with a small number of external vendors as well as keeping in touch with the Student Union to ensure that the Ball was still within Budget, and that payments and contracts were completed promptly. With assistance from the Society’s Marketing Coordinators, we worked together a marketing plan to ensure that we reached all members of the Society, and to create a consistent theme across the event as a whole.

Alongside the Ball, I also worked with our Society treasurer to plan the Society’s annual tour. This process required the Treasurer and I to work together to ensure that the SU had all of the relevant planning information, alongside required safety information from participants who were attending. The process included finding flights for 30 people, accommodation, airport transfers and activities across the tour.

***Question 6:*** *Can you offer an example of where you have successfully worked in a team to achieve an outcome?*

In my role as a Student Activities Steward, I work alongside my colleagues to ensure that health and safety requirements are met and customer care is provided to customers and members in a friendly and professional way. Working effectively with my colleagues in a team, we will ensure that customers and members leave the venue at the end of their allotted time and in the correct manner, ensuring that standards for cleanliness are upheld before and after the booking.

***Question 7:*** *Your role will be diverse and varied, and may require you to undertake further training. Can you offer an example of a time where you have demonstrated your ability to learn and adapt to changing circumstances?*

During my time as a Sabbatical Officer over seeing Sports, I was involved with the promotion of a campus-wide initiative to encourage student participation in sport. Due to the large scale commitment of the campaign, it required more time than was foreseen, and meant that additional work was to be picked up for me to meet the deadline.

In light of this, I sought to complete certain elements of the project myself which involved learning new skills and pursuing additional training. Namely, I shot and edited videos to promote sport at Warwick and took additional training on video editing.

***Question 8:*** *Please offer an example of a situation in which you used data or mathematics to support your work.*

When creating a budget for my Society, I used data to outline the projected spend for the year and flagged areas which needed attention to ensure that the year would close with a positive balance. I presented findings and insights gained from this budget to the Committee in the form of an Annual Financial Projection, giving Committee members a data-driven insight into the projected flow of money through the Society.

***Question 9:*** *Valuing diversity and difference are core values of our organisation. What is your understanding of diversity and how have you lived it so far?*

As President of a Sports Club on campus, I wanted to make a real difference to the diversity within the club. Despite being a mixed club, our members were mostly men, and very few were from a BME or LGBTUA+  background. I volunteered to take on the additional role of Equality and Diversity Officer, and attended training that equipped me with the knowledge and skills to challenge and break down some of the barriers to participation faced by potential members from these groups. I encouraged our members to get involved in the SU Reshaping Sport campaign, to show the wider student community that we welcome members from all backgrounds, and organised a weekly gym session with some of the other women in the club. This eventually grew to around twenty members per week, many of whom were previously not using the gym.

***Question 10:*** *Have you found yourself in a situation in which you’ve had to take on board other people’s feelings when expressing your own requirements to achieve a win-win outcome?*

As a Sabbatical Officer over seeing Societies, I have coordinated resolution of disputes within Societies. I have sat in on dispute panels and listened to the perspectives of both parties, while expressing my requirements of maintaining a constructive discussion that allows the dispute to be dealt with in a manner that allows the Society to move forward productively.

**Skills & The Job Market**

The skills outlined in this document are core skills which are transferable across all sectors and will be required to a greater or lesser extent by all employers. For example, problem solving skills will be valued at a creative design agency as they are at an engineering firm.

Similarly, a candidate’s ability to learn and adapt will be of importance to the grad seeking a career in PR and Communications, for they will need to be conscious of staying on top of the industry’s best practices and trends as they begin to evolve. Equally, the candidate seeking a legal career will benefit from demonstrating their ability to adapt and learn, a core skill which will contribute to their ability to stay abreast of developments in the legal sector and important news that is taking place.

Essentially, investing in developing your skills in these core areas will make you more valuable to employers, strengthen your application, and foster your personal development. Your investment of time will pay dividends in the long-run. Now, you can begin to record your evidence and prepare for success!

**Record Your Evidence**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill Area** | **Your Work Experience** | **Any Other Experience/Training** | **Example Answer** |
| Communication and Interpersonal Skills |  |  | As a Society Exec, I engage with a variety of our members and utilise my communication and interpersonal skills to assist our members. |
| Problem Solving Skills |  |  | In my position as a SU Venues Steward, I have assisted customers with a range of enquiries. I effectively leveraged my problem solving skills when dealing with a customer enquiry relating to accessing the venue, where I made arrangements with my manager to facilitate access for a customer with specific mobility issues. |
| Using Initiative and Being Self-Motivated |  |  | While working as a F&B Assistant at Bread Oven, when my manager was busy conducting training, I used my initiative to make effective use of my time and worked independently to find tasks during quiet times in the store. |
| Organisational Skills |  |  | In my Society Exec role as a Project Director, I utilized my organizational skills to form clear actions which had to be executed upon in order to move towards achieving the aims and objectives of the project by the deadline. |
| Team Working |  |  | As a F&B assistant with Bread Oven, I utilized my team-working skills to work alongside other team members to ensure priority tasks were completed each day, assisting other team members if needed to achieve our targets each day. |
| Ability to Learn and Adapt |  |  | During my time as a Soc Exec (Treasurer), my role began to evolve towards a greater need for statistics and data to be handled/presented. As such, I undertook further training in Microsoft Excel’s best practices and demonstrated adaptability and willingness to learn. |
| Numeracy |  |  | As a Sabbatical Welfare Officer, I reported on the progress of my campaign during Term 2 and provided stats and figures to offer tangible demonstrations of the work I had done towards my campaigns. |
| Valuing Diversity and Difference |  |  | Over the course of my role as a Sports Club Exec, I began to see a recurring theme of under-representation of BME and International students across Club Committees. I became more conscious of diversity and sought to move forward with my Club ensuring participation would be open to all, ensuring a fair environment where people from all backgrounds can grow and develop. |
| Negotiation Skills |  |  | In organising a ball for my Society, our Committee had a range of suggestions for venues and the schedule of the event. I took note of the various perspectives, took on board the suggestions given, and after a period of negotiation, came to a conclusion which satisfied all parties concerned. |