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 Employability Tracker 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 take up, by taking the actions we propose, you *will* be moving forward 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.

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

Recording evidence of your skills, training and experience is important. Doing so will support you by allowing you to take stock of your developmental progress, and also prepare you well for interviews and applications, allowing you to become a candidate that shines. 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.

In this section, you will find a series of interview style questions and answers built around the top core skills valued by graduate recruiters. We have provided exemplar answers which illustrate the kind of content your answers could be built around, and have sought to demonstrate to you that you will be able to answer a range of interview questions using the skills, training and experience you will gain from your SU opportunities. Whilst we have provided guidance and examples of how SU opportunities will help you in your development, your answers will need to be adapted to fit your own needs and you can find a means of structuring your answers that

Put simply, these answers will illustrate the sort of content your interview answers could be composed of. Now you have an idea of this, you can build upon this – consider how you could deliver your own answers, potentially using the STAR model, or another method that works for you.

***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 Uni. This unpaid role required me to quickly build rapport with my fellow students in order to get their feedback and opinions (good and bad!) on our course - what could be improved, what could be developed further. I captured their feedback and compiled it in a spreadsheet format which enabled me to reference it accurately and easily. I also attended Staff Student Liaison meetings, presented structured, engaging feedback at these meetings on behalf of my course peers, and expressed with clarity what our requirements for change and our timescales are. 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 a 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. In response, I picked up the duties of booking and coordinating the event, working alongside the Marketing exec to promote it, and

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, I regularly analysed our budget in order to ensure that we were viable. It was during one of these reviews that I spotted that one of the proposed venues for our event would create potential financial difficulties for our society. I used by initiative and problem solving skills to contact the venue and see if any alternative arrangements could be made. I worked with the committee of my society to make some tweaks to the upcoming event before it had been proposed to the membership, and was able to ensure the Society account remained in a positive balance.

If I failed to achieve that, the penalty was that we would not be given a table at the Societies fair, an event where the majority of membership recruitment will occur.

***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 compliance documents for the SU, 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 organised my team of execs to ensure that we all shared the workload. Through effective delegation and distribution, the paperwork was correctly submitted ahead of schedule, we got the table at the societies fair and we recruited many new members.

***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 leading the organization of 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. I booked the venue, DJ, Security, and worked with the Student Union to ensure that all necessary paper work was complete, payments made 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. I worked with the Society’s Marketing Coordinators to form a marketing plan to ensure that the event was inclusive and appealed to all members of the Society. The Society Ball was a huge success, it was finally a year where 200 members attended, a milestone for our Society.

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 orgainsing 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 members in a friendly and professional way. Working effectively with my colleagues in a team, I ensured that customers and members left 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.*

As an Executive for my Club, I was responsible for creating a budget for my Club to ensure effective forward planning. 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 with transparency.

***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 Welfare Exec of a Sports Club on campus, I wanted to make a real difference to the diversity within the 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. I 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 wider groups. I encouraged our members to get involved in the SU Reshaping Sport campaign, to show how wider student communities welcome members from all backgrounds. I 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 had never previously used 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 regularly facilitated dispute resolutions between Societies. My main focus was always on ensuring all needs of students were understood. For example, I sat in a dispute panel 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. A mutually agreed outcome was agreed and the dispute was resolved, allowing the societies 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 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 change occurs. 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 wider context.

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**

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| **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. |