Skill Identification: Academic Placement

After completing an activity through EE, think about the skills that you have developed and the contacts that you have made. You can use our list below to help you get started. This is not an exhaustive list, and some of the points may not apply to your situation—it is intended to provide guidance as you update your resume, create cover letters for new opportunities, and prepare for interviews or networking opportunities.

If you can answer “yes” to any of the questions below, it can be used as an example of how you have utilized or developed an essential skill.

**In your role, did you…**

- Speak using professional and appropriate language with staff, volunteers, clients or families?
- Listen and ask questions to understand and appreciate the points of view of other individuals?
- Take note of instructions given and ask clarifying questions if unsure about the tasks or outcomes required?
- Share information about the organization or program using a range of appropriate communications technologies (i.e. in-person, e-mail, memos, social media)?
- Write reports and/or make presentations to disseminate relevant information?
- Discuss ideas, issues, and successes with your supervisor or team throughout your experience?

Those are **written, oral and verbal communication skills (Fundamental Skill).**

**Did you…**

- Research information about the organization, programs and clients prior to applying for your role and/or beginning your role?
- Make connections about how you can apply theory and knowledge learned in the classroom to your community experience?
- Connect the knowledge that you learned with your personal goals in order to write an effective reflection paper or final assignment?
- Conduct a successful scan to locate and gather a sufficient amount of information that is relevant to tasks you may have been assigned?
- Organize information and data in a meaningful way so that it can be interpreted?
- Use technology/software to assist with the statistical analysis of your information?

That is **managing information (Fundamental Skill).**
Did you…

- Make decisions on important factors to be addressed/measured as part of your project/report?
- Observe and record data using numbers, technology and/or other tools for reports or statistics?
- Make educated estimates that were either verified or disproven with the use of numerical data?

This is **using numbers (Fundamental Skill)**.

Did you…

- Use analytical and critical thinking skills to identify problems that exist, or might arise in future?
- Assess possible solutions and undertake a thoughtful plan of action when encountering unexpected obstacles during the completion of your placement or project?
- Seek different opinions while attempting to resolve a complex issue?
- Use creativity to compile a list of possible ways to solve the problem(s)?
- Evaluate possible scenarios and make clear recommendations for the most effective solution?

This is **thinking and solving problems (Fundamental Skill)**.

What about…

- Show interest, initiative and effort in getting to know the organization (including programs offered)?
- Use honestly, integrity and ethics when dealing with people and situations?
- Show interest in your classmates and colleagues and recognize how their individual work and effort contributes to the success of the organization?
- Take initiative within your role by searching for things to complete before having to be assigned?
- Engage and show genuine interest in your role, especially when interacting with others (e.g. supervisor, clients, members of the community)?
- Take initiative to ask about ongoing involvement with the agency or a future opportunity to connect?

This is **demonstrating positive attitudes and behaviours (Personal Management Skill)**.

Did you…

- Plan and manage your time accordingly to arrive on time at your placement?
- Complete tasks according to timelines set by your supervisor or group?
- Take accountability for and learn from mistakes, and accept constructive criticism positively?
- Manage resources (access to confidential/personal information, passwords and technology, etc.) appropriately?
- Organize your time effectively to ensure that other responsibilities such as classes and work did not impact your ability to complete your weekly (or other) placement commitment?

This is **being responsible (Personal Management Skill)**.
What about…

- Effectively manage an unexpected change that was out of your control?
- Readily accept information, feedback and instructions from placement staff, even if it differs from your idea of what was originally expected?
- Respond to unforeseen changes in your work plan/timeline to help ensure a successful outcome?
- Able to work both independently and as a team member?
- Use “mistakes” as learning experiences and be receptive to constructive feedback?

This is **adaptability (Personal Management Skill)**.

Did you…

- Identify your own learning goals to be achieved through the placement or project?
- Take advantage of opportunities to make new connections, or participate in new activities?
- Attempt to be mindful of the learning taking place while completing your assigned tasks?
- Consider your own areas for improvement and work toward making those improvements?

This is **continuous learning (Personal Management Skill)**.

Did you…

- Recognize and respect the individuality and diversity of others experiences and opinions?
- Accept and provide feedback about your experience in a constructive and thoughtful manner?
- Work within established dynamics of the organization or your group towards a common goal?
- Contribute in either a leadership or support role, depending on what was required to help the team achieve its overall goals?
- Remain open to new ideas, diverse viewpoints, and the variety of individuals within your group?
- Share your ideas in a professional manner and positively contribute to any conflict resolution?

This is **working with others (Teamwork Skill)**.

Did you…

- Plan or carry out a project or task from start to finish with well-defined objectives or outcomes?
- Seek feedback where appropriate and make amendments to your plan based on new information?
- Continuously monitor the success of your project or tasks and identify ways to improve?
- Meet expectations and standards as communicated by your supervisor?

This is **completing/managing projects (Teamwork Skill)**.

*Created using Employability Skills 2000+, The Conference Board of Canada