Skill Identification: Career 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.

Did you…

☐ Write an effective statement of interest that landed you the placement offer?
☐ Listen to and ask relevant questions of various professionals in different roles to gain a better understanding of the career field and/or specific role?
☐ Share information about yourself, including your academic plans, career aspirations and professional goals effectively and appropriately?

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

Did you…

☐ Research information about the placement agency, staff roles and department areas prior to completing your application and prior to attending each week?
☐ Make connections about how you can apply theory and knowledge learned in the classroom to real life work situations?
☐ Connect the knowledge that you learned with your personal goals in order to write an effective reflection paper?

That is managing information (Fundamental Skill).

Did you…

☐ Engage and show genuine interest in the areas you visited each week?
☐ Make efforts to connect and identify with each area you visited and recognize how the information presented is applicable and valuable?
☐ Take the initiative to ask about additional involvement with the agency or the opportunity to connect with staff again in the future?

This is demonstrating a positive attitude (Personal Management Skill).
What about…

- Managing other tasks and priorities so that you were fully able to commit to the placement each week?
- Effectively manage an unexpected change to the placement schedule or environment due to an unforeseen circumstance at the organization?
- Readily accept information and feedback from placement staff as it was provided?

This is adaptability (Personal Management Skill).

Did you…

- Identify what you wanted to learn before attending each week and prepare accordingly?
- Take advantage of opportunities to meet new people and make connections with them?

This is continuous learning (Personal Management Skill).

Did you…

- Adhere to the confidentiality regulations of the organization?
- Abide by health and safety policies as outlined by the agency?

This is work safety (Personal Management Skill).

Did you…

- Act respectfully towards the hosts that you met?
- Recognize and respect the individuality and diversity of others?
- Accept and provide feedback about your experience in a constructive and thoughtful manner?

This is working with others (Teamwork Skill).

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