

The background features a blurred office wall with several framed photographs. Overlaid on this are several colorful sticky notes in shades of orange, yellow, pink, and green, some of which are partially obscured by the text.

# BEING FIERCE: HOW TO MAKE YOUR WORK AND VOLUNTEER EXPERIENCE COUNT 2020-21

MSVU CAREER SERVICES

Kyla Friel MEd, RCT, CCC

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# INTRODUCTION

- So, what are employers looking for?
- Decision making
- How do I add to my experience in a way that counts?
- Co-curricular Record demonstration

**GOOD TO KNOW:**  
YOU CAN ALIGN YOURSELF  
WITH  
EMPLOYABILITY SKILLS  
RECOGNIZED ACROSS  
CANADA



## Fundamental Skills

These are the skills needed as a basis for further development. You will be better prepared to progress in the world of work when you can:

- communicate
- manage information
- use numbers
- think and solve problems



## Personal Management Skills

These are the personal skills, attitudes, and behaviours that drive one's potential for growth. You will be able to offer yourself greater possibilities for achievement when you can:

- demonstrate positive attitudes and behaviours
- be responsible
- be adaptable
- learn continuously
- work safely



## Teamwork Skills

These are skills and attributes needed to contribute productively.

You will be better prepared to add value to the outcomes of a task, project, or team when you can:

- work with others
- participate in projects and tasks

**PRIVATE-SECTOR**  
WHAT EMPLOYERS ARE  
LOOKING FOR IN  
NEW GRADUATES

## Navigating change: 2018 Business Council Skills Survey

- Survey of 95 large Canadian private-sector employers in 2017
- Participating companies employ more than 850,000 people across Canada in a wide range of industries.

### Top five skills employers look for in entry-level hires

1	2	3	4	5
Collaboration/teamwork/ interpersonal/relationship- building skills	Communication skills	Problem-solving skills	Analytical capabilities	Resiliency

**NEW WAYS OF LEADING**  
INNOVATIVE LEADERSHIP  
ROLES: NONPROFIT  
EMPLOYERS

# WHAT DOES THE SECTOR NEED? LEADERSHIP THROUGH 7 KEY ROLES

Different skill sets will be needed at different points in an organization's development, and over the course of leaders' careers.



## **BUILDER**

Builds strong, adaptive and diverse organizations and relationships



## **THINKER**

Anticipates change, assesses data, creates strategy, supports learning



## **MENTOR**

Supports staff growth, demonstrates empathy and trust, models perseverance and resilience



## **STORYTELLER**

Communicates the mission and vision, champions the organizational brand



## **INNOVATOR**

Encourages experimentation and risk taking, embraces change, adapts to dynamic environments



## **CONNECTOR**

Develops networks, shares knowledge, collaborates, listens for diverse voices



## **STEWARD**

Strengthens capacity through technology, demonstrates accountability, promotes effective governance



# WHAT DOES THIS MEAN?

In general, employers are seeking competencies in:

Communication

Problem solving

Teamwork

Managing information/analysis

Adaptability

Openness to learning

# STEP-BY-STEP

1. Identify the competencies you need to increase
2. Figure out if the competencies are best increased by working or volunteering (depending on your situation)
3. Find **manageable** ways to increase the competencies. \***Consistency** and **sustainability** are key (as opposed to sheer volume of hours)
4. Document your progress on your **resume** and **Co-curricular Record**

Career counselling is available for this process!

# DECISION MAKING... CONSIDER:

- If you're working for financial reasons during the school year → You can **volunteer in your field of study** (or volunteer in the summer)
- **Define your time commitment** → day-of volunteer experiences or volunteering 3 to 4 hours every two weeks, 'weekend' online/in person professional development or certification
- 'Unrelated' experience → frame as **transferable skills** (see our resume and interview coaching workshops!)

# WHERE DO I LOOK TO INCREASE MY COMPETENCIES?

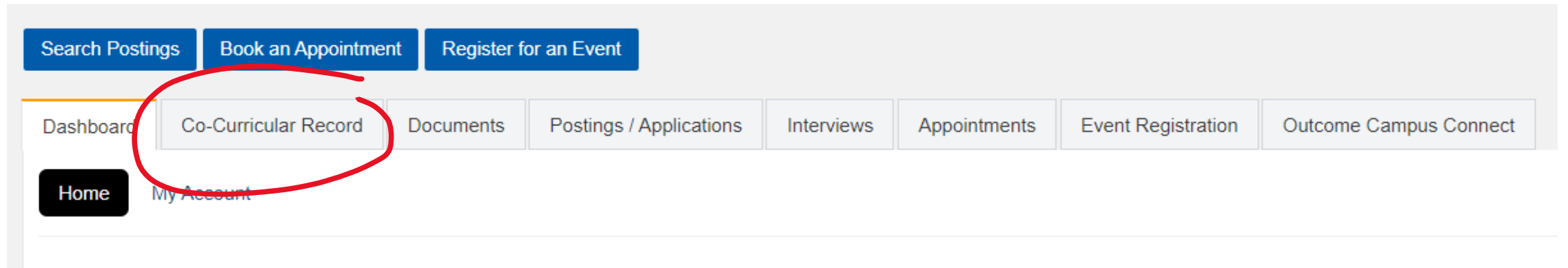
- Volunteering (on and off campus)
- Working (on and off campus)
- Student clubs/societies
- Professional development (outside of academic coursework)
- Awards and certifications
- Student leadership
- Varsity athletics

# WHY CCR MATTERS

- The Co-curricular Record documents your non-academic, extra curricular experience (volunteering, student society involvement, awards, professional development, varsity athletics).
- **Why it's different than your resume:** you get an official certificate that shows **the university validates** your non-academic, extra curricular experience. **The related [competencies](#) you've achieved appear on the record.**
- You can add a digital copy of your CCR to your LinkedIn profile or you can print it for interviews
- You can create and add to your **CCR account entirely online**

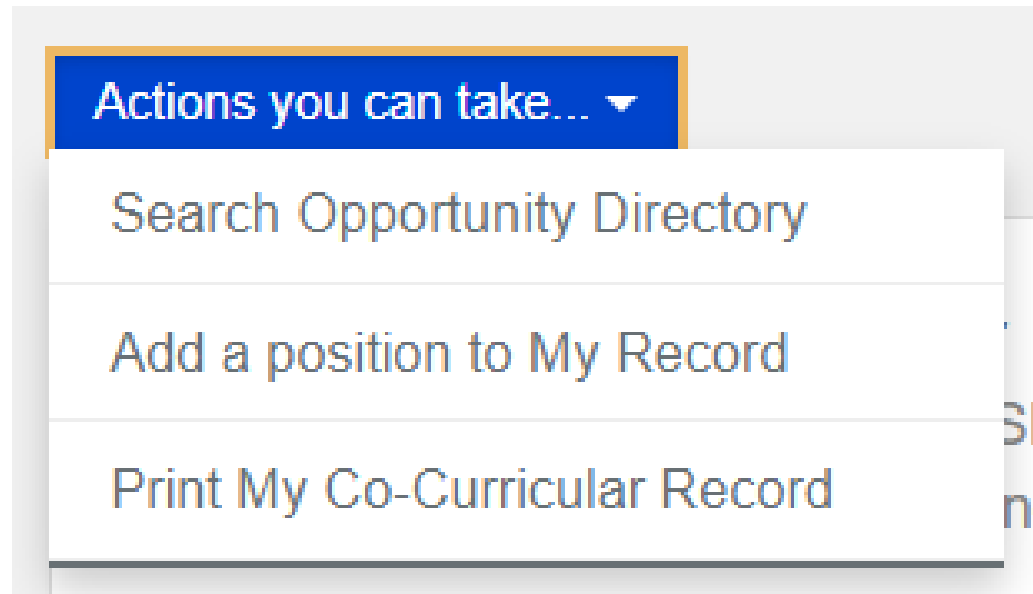
# STARTING YOUR CCR

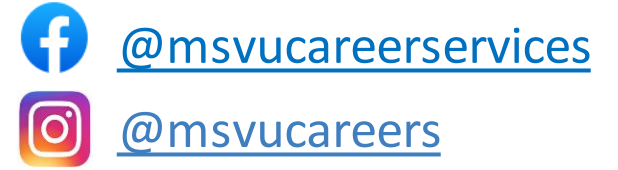
- Login to Career Connects [careerconnects.msvu.ca](https://careerconnects.msvu.ca)



# CCR OPTIONS

- On the left menu tab, click on Co-curricular Record





# CAREER SERVICES

Use CAREER CONNECTS [careerconnects.msvu.ca](https://careerconnects.msvu.ca) to book your appointment or call 902-457-6139:

- Career counselling
- Part-time and full-time job search
- One-on-one interview coaching
- Cover letter, resume, LinkedIn, or online portfolio feedback

\*Did you know? Career Connects also displays on campus and off campus jobs and your Co-curricular Record