



# Transferable Skills for your Career

ANU Careers

Student Experience & Career Development

# Study Abroad and employability

A major study of more than ten thousand employers worldwide found that 62% of employers answered ‘yes’ to the question “do you seek or attribute value to an international study experience when recruiting?”

Molony, J., Sowter, B., & Potts, D. (2011).  
QS global employer survey.

# The value of studying abroad

- Foreign language proficiency
- Knowledge/understanding of differences in culture and society
- Ability to work with people from different cultures
- Ability to adapt to new and unfamiliar situations
- Apply academic knowledge/research skills in context
- Specialist/professional knowledge of other countries (economy, social, legal)
- Develop a global network
- Helps to clarify career ideas
- Overall enhanced employability skills

# Employability skills



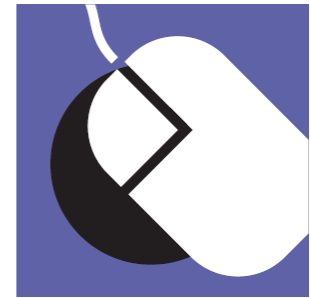
INITIATIVE



COMMUNICATION



TEAMWORK



TECHNOLOGY



PROBLEM SOLVING



SELF-MANAGEMENT



PLANNING



LEARNING

# How to enhance employability skills

- Important to keep enhancing employability skills.

## How?

- Leadership roles-Volunteering
  - ANU+
  - ANUSA/PARSA
  - Clubs and societies
  - Student representative roles
  - Professional Associations
  - ANU Community and Student Ambassador roles
  - Residences
  - Sports
- Casual/Part Time work



# *Transferable Skills*

AND HOW TO

**SELL THEM**

**S**

## Situation

Describe the situation you were in or the task you needed to accomplish.

**T**

## Task

Describe the challenges and expectations. What needed to be done? Why?

**A**

## Action

Elaborate on your specific action. What exactly did you do and how did you do it?

**R**

## Result

Explain the result, including your accomplishments, recognition and the outcome.

# Behavioural based Interviews

- Past behaviour as a predictor of future behaviour
- **Situation, Task, Action, Results (STAR)**
- Prepare by identifying specific examples from your experience



ACTIVITY

# Questions behind the interview

- Can you do the job? Do you have the qualifications, skills?
- Will you do the job? Do you have the enthusiasm/motivation?
- Will you fit in? Could they work with you? Do you get on well with people?

# Before applying for positions

- Check the norms and protocols for job applications, resumes and interviews and/or assessment centres
- Research the job, organisation, industry
- Identify and contact your referees
- Ask what you should bring
- Prepare interview folio
- Prepare for questions you will be asked
- Create mock interview questions to practice
- **Prepare questions you will ask**



# Interviews and first impressions!





# Activity- Practice Interview



# During the Interview

- Listen carefully
- Answer in full, but be succinct, keep to the point
- Use examples from your experience
- Ask questions you have prepared
- Do not rush into difficult questions
- Expect scenario-type questions



# What next?

# Reflect and demonstrate

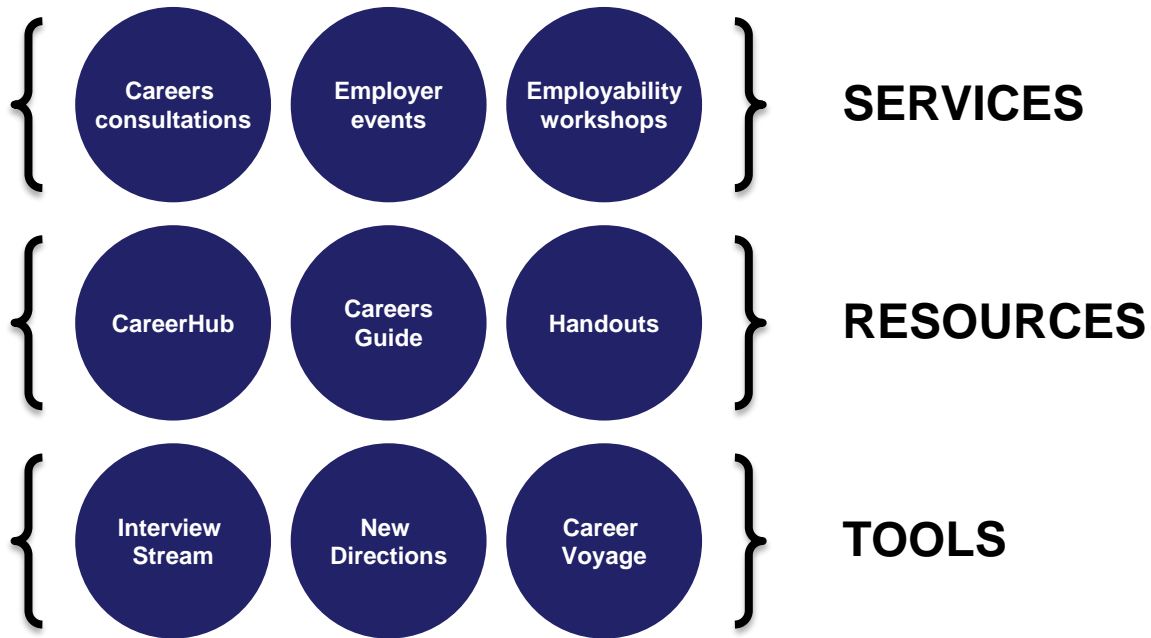
## Presenting your experience to employers

- **Record** examples of situations/tasks where you have demonstrated/developed key skills
- **Practice** describing your experience, interests and skills developed for applications and interviews
- Use the STAR or CAR approach
  - **Context** – describe the situation or problem
  - **Action** – what you did
  - **Result** – evidence of the result of your actions





# What we do





# Careers services and resources for students



## We help with:

- Career planning
- Building employability
- Job search & applications
- Interviews & assessment centres



## Drop-in Consultations

- Monday 2-4pm
- Wednesday 2-4pm
- Friday 10am-12pm



## Career Consultations

- Confidential career consultations



## CareerHub

- [careerhub.anu.edu.au](http://careerhub.anu.edu.au)
- Register for: job listings, resources, workshops/appointments



## Workshops & Employer Events

- See CareerHub & Facebook



## Interview Practice

- Practice interviews in-house or at home: [anu.interviewstream.com](http://anu.interviewstream.com)



1/25 Childers Street, City (under Davey Lodge)

E: [careers@anu.edu.au](mailto:careers@anu.edu.au) P: (02) 6125 3593

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