



# MARKET YOUR EXPERIENCE

Sustainability Fellows Edition

## INTERVIEW TIP:

### Behavioral Interview Prompts

Employers often ask questions about how you respond to specific situations.

For example:

- Tell me about a time when you experienced a conflict while working on a team.
- Describe a time when you had to work well under pressure.
- Give me an example of a time when you showed initiative and took the lead.
- Tell me about a time when you made a mistake, and how you handled it.

### S.T.A.R. Method

You can use STAR as a framework to structure your response to behavioral interview questions.

- Describe the context and background for a *situation* that's relevant to the question.
- Explain the *task* that needed to be completed. What was the goal?
- Outline specific *actions* you took. How did you exhibit transferable skills?
- Share the *results* of your actions. What was the outcome? What did you learn?

## LET'S TALK ABOUT YOUR EXPERIENCE AS A SUSTAINABILITY FELLOW

The Sustainability Fellows program provides an opportunity for students of any discipline to participate in furthering sustainability efforts on the FSU campus and in the Tallahassee community. Sustainability Fellows can be selected from any major or field of study. Fellows work in collaboration with campus and community partners to actively engage in research, propose strategies, and identify opportunities for sustainability issues.

### TRANSFERRABLE SKILLS

**Oral/Written Communication** Fellows engage in a wide variety of professional communication techniques throughout the duration of their Fellowship. From professional communication with your community partner, to progress reports with Sustainable Campus, to the final poster presentation. Employers seek candidates who demonstrate strong oral and written communication skills, and serving as a fellow offers critical development in both.

**Time Management** Fellows commit to 60 hours of work for their community partner throughout a semester. Dedicating an average of 5 hours a week, Fellows have to expertly manage their time to balance both the commitment to the fellowship as well as to school. They also ensure that they are productively using those hours to deliver strong outcomes for the community partner.

**Project Coordination** Fellows must coordinate with both their community partner and FSU Sustainable Campus throughout the duration of the semester to ensure that their project is successful and productive. Coordinating and managing the expectations of multiple parties and insights is an essential skill for the professional workplace.

**Research** Fellows conduct semester-long research for their assigned projects. Doing so involves research into the community, the environmental or sustainable issue at hand, the needs of the community partner, and the possible solutions. Long-term research in this manner is a sought out skill in professional settings.

**Professionalism** Working with both campus and community partners ensures the need for efficient and professional communication. Fellows not only learn how to communicate professionally, but how to professionally present themselves and tackle the needs of an organization.

## SAMPLE RESUME ACTION STATEMENTS

- Engaged in high-level research in [field] by gathering, reviewing, and analyzing literature and data
- Collaborated with [community partner] to develop and implement [project]
- Presented research to more than # faculty members, fellow student researchers, and community partners
- Dedicated 60 hours throughout the course of the semester to researching and presenting [topic]
- Engaged in monthly feedback meetings with FSU Sustainable Campus and [community partner]
- Researched creative solutions for tackling the problem of [insert project focus] in Leon County through [interviews, data analysis, literature reviews, etc.]

## HIGHLIGHTING YOUR EXPERIENCE

Once you've wrapped up your project and submitted your final deliverable, what's next? Here are a few ways that you can leverage your Sustainability Fellows experience to gain new opportunities.

### Sustainability Pathways

- Completing the Sustainability Fellows program puts you one step closer to a Sustainability Pathways badge! Add this new micro-credential to your online portfolio or LinkedIn page by completing additional sustainability leadership experiences or sustainability courses. To learn more, and enroll, please visit the FSU Sustainable Campus website Academics page.

### Sustainable Campus Blog

- Every semester, the Sustainability Fellows Coordinator compiles information about your Fellowship experience and creates a blog post highlighting your achievements. You can find this post on the Sustainability Fellows website.
- You can share your individual blog post on your LinkedIn page or provide a link to the article on a personal website.
- Interested in writing your own blog post? Let us know!

### LinkedIn

- Make sure you connect with us on LinkedIn! Add your Sustainability Fellows experience to your LinkedIn page by adding it as a new Experience. You can list FSU Sustainable Campus as the organization. Feel free to also connect with the campus/community partner and Holly as well.
- Be sure to add related skills to your LinkedIn profile that you've gained from your Fellowship. If you'd like any of those skills to be endorsed, reach out to Holly to ask for a special endorsement!

### Awards and Recommendations

- Your Sustainability Fellows experience can qualify you for many different awards across campus, including:
  - Torchbearer 100
  - Graduate Student Leadership Award
  - Leadership Awards Night - Student Awards
  - Let the Sustainability Fellows Coordinator know if you'd like to be nominated for an award or need a letter of recommendation for an application. You can also feel free to reach out directly to your project partner for letters of recommendation for awards, future employment, and other opportunities.

### ServScript

- You can apply all 60 hours of your Fellowship service to the ServScript program at FSU. The ServScript program allows students to record service to the community on their official FSU transcript.
- You must submit all hours for a given semester online at my.fsu.edu by the last day of the semester no later than 11:59pm EST.
- You can use "FSU Sustainable Campus" as the approved service agency and list Holly's name and title (Sustainability Fellows Coordinator) as the contact. To learn more, visit the ServScript website.