



Career Life Connections 11 Job-Finding Skills Assignment #4

Note: There are two tasks for this assignment, ONE of which needs to be uploaded to myBlueprint

Task One: TRANSFERABLE SKILLS

TRANSFERABLE skills are skills that you have acquired during your life – through work, classes, projects, hobbies, sports, virtually anything – that are transferable and applicable in many different jobs or occupational settings.

Examples of Transferable Skills:

communicating	interpreting	developing	understanding
designing	reasoning	synthesizing	motivating
planning	advising	visualizing	logical reasoning
speaking	proofreading	supervising	teaching
innovating	sharing	reporting	creating
selling	troubleshooting	searching	estimating
problem-solving	researching	debating	negotiating
learning	analyzing	influencing	team-building
updating	persuading	filing	decision-making
imagining	organizing	examining	performing
leading	prioritizing	testing	comparing
achieving	encouraging	writing	reading

Spend some time reviewing the list above. Which of the skills from the list are your **strongest**? Which do you use most often? Which of the skills have you not yet mastered but would like to? **Think critically.**

Requirements:

1. **Type out** your ten (10) strongest **TRANSFERABLE SKILLS**.
2. From your list, **identify** three (3) skills that you feel you use most often in your life. For **each** of the three, type a few **detailed** sentences explaining **where** and **how** you use these specific skills. Put the three explanations underneath your list.
3. From the entire list provided above, **identify** one (1) you would like to work on, and **in a few well-written and detailed sentences, suggest ways how** you might try to improve this skill.

Note: The three requirements under Transferable Skills will form **your submitted assignment**.

Task Two: APPLICANT VIDEO

Applicant Videos are required more and more often and for different reasons. For example, you may be required to create one for a post-secondary school application or when applying for a job.

You are tasked with creating a personal video application for a retail job which is being offered at Metropolis at Metrotown in Burnaby. You may **choose the type of retail store** you would like to focus on in your application: options include department stores, supermarkets, dollar stores, specialty stores (clothing, shoes, makeup, specialty toys and games, etc.).

Create a minimum one minute and maximum two minute applicant video for a specific retail position. In this video **you will need to share experiences and qualities about yourself that have relevance to the position for which you are applying. This will involve a lot of self-reflection.**

ASSESSMENT CRITERIA:

Video Requirements:

- Background is clear and set up appropriately
 - Background noise is minimized
 - Good camera angle (e.g., not recording up the nose - camera at eye level)
 - Setting is well lit but avoids overexposure (e.g., not in front of a window)
 - Contains no distractions or interruptions
 - 1-2 minutes in length
- ** If edited, video flows smoothly.

Performance Requirements:

- Appropriate attire
- Good and continuous eye contact with the camera
- Good posture
- Speaks clearly and loud enough
- Positive energy throughout
- Smile!
- Uses appropriate and formal language (non-colloquial) – no “ums” or “likes”

Content Requirements:

- Clear opening statement with **full name** and **purpose** for the applicant video
- Shares **experiences** you have had *which have relevance to typical retail job requirements***
- Shares **qualities / skills** you have *which have relevance to typical retail job requirements***
- Contains a **“why you should hire me”** statement
- Appropriate sign off

**You do not need to discuss the job itself in the video, but rather point out the experiences you’ve had or qualities and skills you have which would be of benefit to the employer if you were hired for the position.



It is a good idea to prepare your script first to avoid countless filming attempts. To avoid looking down at your script, write out the key points on paper and stick them to the wall across from where you are filming.

Once you have completed your applicant video, **upload** your video to your Connections Portfolio.

How to upload the Applicant Video

- i) Go to your Home Screen.
- ii) From the menu on the left side of the Home Screen, click on “Home,” then click on “Portfolios”
- iii) Choose your Connections Portfolio
- iv) Inside the portfolio, click “+Add Box” and choose “Add Media” (you will be asked to select your preferred Media type)
- v) Add the requested title – e.g., *Bob Smith’s Applicant Video*
- vi) Click “Post.”

Assignment #4 Checklist:

The following checklist is to help YOU ensure that you have completed all the requirements of this assignment. Once you have made sure you have completed **all** the requirements (including myBlueprint work), hand in Assignment #4 to the Career Centre on or before the due date.

Checklist:

- You **typed** out your list of ten **Transferable Skills**
- You **typed** out 3 **skills** you use most often including a clear explanation of **where/how** used for each
- You **typed** an explanation of the skill you most want to improve and suggestions how you would try to improve it
- You **completed** your Job Applicant Video
- You **uploaded** your Job Applicant Video and **checked** that it works
- You handed your assignment in to the Career Centre by **Friday, January 31st, 2020**



**Career Life Connections 11
Job-Finding Skills**

**Transferable Skills & Applicant Video
Submission Sheet**

**Assignment #4 Due Date:
Friday, January 31st, 2020**

- ✓ **Check that you have completed all requirements and that they are ready to be assessed.**

My Applicant Video is complete and **uploaded** to myBlueprint

My Transferable Skills work is complete and **attached**.

Reminder: Do not hand in any work until your myBlueprint work (above) is complete.

Student's First and Last Names: _____

Student Signature

Date