

The WatCV Assignment

What is the purpose of this assignment?

The WatCV assignment asks you to create what's called a 'career and competency reflection' ePortfolio. If you have already made an online portfolio of your work, you've showcased your projects and created a 'career' ePortfolio. If you have made an online portfolio for writing about something you've done or learned (sometimes with pictures or videos), you've showcased your ability to reflect and created a 'reflection' ePortfolio.

WatCV is different. It combines both kinds of ePortfolios (career + reflection) *and* asks you to write your reflection in a very particular way. WatCV asks you to:

- write a reflection on the **professional skills you used** to complete coursework – not **what** you produced but **how** you worked to produce it;
- write your reflection using the **STAR** (Situation or Task, Actions, Results) format, which mimics the answer employers expect to [job interview questions](#) that begin, "Tell me about a time in which you...";
- provide a **digital artifact that gives evidence of the actions** you describe in your STAR reflection.

The goal of a WatCV ePortfolio is to help you identify, articulate, and persuasively demonstrate the professional skills and competencies that you develop in this course.

Why create an ePortfolio like this?

The WatCV assignment will help you connect what you do at the university with the 'real world,' so that you will be able to explain to anyone what **professional skills** you learned in your program. A WatCV ePortfolio will help you better present yourself to what's called 'next stage stakeholders': co-op or permanent employers or graduate school admissions committees. They expect you to:

- **describe and showcase** your coursework;
- **identify and describe** the **professional skills and behaviours** you have developed.

WatCV helps by asking you to practice answering the kind of '[behaviour-based](#)' questions you can expect in a job interview.

Who is the 'audience' for this assignment?

As the marker for this assignment, I stand in for a future job interviewer. The top row of the WatCV rubric tells you how likely it is that you'd be interviewed based on your ePortfolio.

COMPLETED

WE RECEIVED YOUR APPLICATION

UNDERSTANDABLE

WE GLANCED AT YOUR APPLICATION

PROFESSIONAL

WE READ YOUR APPLICATION SERIOUSLY

PERSUASIVE

WE WOULD LIKE TO INTERVIEW YOU

MEMORABLE

WE'VE PUT YOU ON THE SHORT LIST

In the WatCV rubric, I assess how well your ePortfolio **describes and explains the actions you took to face and resolve a challenging situation or to complete a challenging task**



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well. I'm looking for answers to 'behaviour-based' questions you might be asked in a job interview, such as: "Describe for me a situation in which you..." or "Tell me about a time in which you..."

The actions you describe in a behaviour-based answer tell an employer whether you have the right **professional skills and behaviours** to do a job and whether you are a good fit for their organization. You will be successful if you can explain **how you go about** resolving situations and completing tasks.

What does an employer want to hear?

Employers want to hear a story – a real past event -- about how you resolved a challenge. They expect to hear this story laid out in a particular way, using the **STAR** format: you need to describe a **Situation or Task**, tell them what professional skill and behaviour you used to resolve it, then describe **the Actions you took** to resolve the situation or complete the task (all evidence of your professional behaviour), and then show that your actions had a good **Result**. Your WatCV reflection uses the STAR format so that you can practice, in writing, the verbal answers you can give to employers.

Take a look at this [YouTube video](#), produced by Ranstand.ca, which talks about what an employer wants to hear.

This video outlines some important tips that will help you to write a good STAR reflection:

- Describe only one situation or event and stick to the facts; avoid generalizing about several, related events;
- Be detailed and specific about your example: the details will be much easier to recall, and the interviewer will view them as genuine;
- Focus on personal growth, not perfection.

What does a behaviour-based (STAR) answer sound like?

Take a look at this [YouTube video](#), produced by Ohio State University. It shows a recent graduate who is interviewing for a job, and who uses the STAR format to tell the interviewer about how he handled a situation in the past

Look for the following:

- At the beginning of the video, all the employers agree that they want you to answer using the STAR format: tell it as a story; tell me what **you** (not others) did; include a lot of names, dates, times, numbers, and places so that the employer understands the depth and breadth of what you accomplished; outline what the problem was and the detailed actions that you took (even the options that you considered);
- In the sample interview debrief, the video lays out what was good about the answer: the student gave great detail; used the STAR technique; focused on a specific situation; made the story about himself not a about team he was on.

