



Career Development Center

STLR Snapshot Guide *for career planning*

The Student Transformative Learning Record (STLR) is UCO's way of assessing and recording students' transformative learning experiences. While the traditional academic transcript gives a comprehensive view of students' *Discipline Knowledge*, STLR captures students' growth in the other Central Six Tenets.

STLR

 | STUDENT TRANSFORMATIVE LEARNING RECORD

STLR is an exciting resource and the Career Development Center wants to equip you with the skills to utilize it to make you more marketable to employers. STLR is a UCO innovation that not all employers know about, yet. As you utilize STLR and your Snapshot, you will need to be able to quickly articulate your experiences or use it to prepare for the job market. In this guide you will find explanations on the best way to use STLR for career planning and best practices for tailoring your [STLR Snapshot](#) and introducing it to employers.

WHAT IS THE STLR SNAPSHOT?

When you attend a STLR-tagged event, participate in a STLR-tagged organization or activity, or complete a STLR-tagged project, it gets added to your record. While STLR will capture all of your tagged activity, you may want to only highlight certain experiences at a given time. The STLR Snapshot allows you to tailor which experiences you would like to showcase to employers. In the same way a resume should be tailored, so should your STLR Snapshot. Focus on skills or experiences that may be of interest to the employer. Refer to the job description of the position you are seeking for information about job responsibilities, required qualifications and preferred qualifications, which can give you hints on which experiences you may want to highlight on your STLR Snapshot.

STLR AS A RESOURCE

- **As a record:** all of your STLR-tagged activities for your entire UCO career will appear on your record and in the STLR Snapshot creation tool. It is easy to forget things that you do on campus after long periods of time have passed. Refer to your record to remember the activities that you were involved in. The tenets associated with the activities will also help to clarify the significance of the activities.

TIP: *Think about industry or employer specific skills that coincide with the Central 6. Be sure to pull those experiences for your STLR Snapshot.*

- **As a reference:** your STLR Snapshot can be used during the job search process as verified proof of experience. The STLR Snapshot provides an opportunity for you to customize the experiences that are showcased. For example, you may need to demonstrate global/intercultural fluency to an employer. In this case, you can make sure to include your high level experience in the Global and Cultural Competency, prioritize the tenet first on your STLR Snapshot, or make a STLR Snapshot exclusively for that tenet. Everything on your record or STLR Snapshot has been evaluated by a trained UCO employee. This added layer of validation can be important to employers.

TIP: *You can create multiple versions of your STLR Snapshot, so be sure to tailor appropriately each time you use it with an application.*

- **For reflection:** your record can aid in career exploration. It is often difficult to hone in on interests without taking a step back. Look over all of your experiences and find patterns in your involvement. See if you have earned higher evaluations in certain tenets; this may be pointing to a skill you possess. Review any artifacts you have completed to reflect and self-assess. A STLR artifact is a tangible representation of the work you have done for a STLR assignment, project, internship, or activity. Examples of artifacts include reflective writing, research papers and presentations, videos, or other items.

TIP: *The career planning process includes: self-assessment, exploring and researching options, reflecting and deciding, and planning and taking action. The Career Development Center can meet with you for career coaching. Visit the Career Development Center's website at careers.uco.edu.*

CAREER PLANNING GUIDANCE

RESUMES

STLR is a great way to keep track of experiences you might want to include on your resume. When writing a resume, you want to think about tailoring it to the job you are seeking. Read the job description and look for key requirements, such as experience and skills, which you need for the position. This can help guide you on what information to include on your resume. You want to include relevant education, experience, and activities. Remember that experience is very broad. It doesn't just include work experience. It can also include involvement in on or off-campus organizations, volunteering, research, or in-depth class projects.

This is where STLR can be very useful. You can look back over your record to identify items that relate to the requirements you found in the job description. While you could choose any item, when possible, think about items where you received integration or transformation. These are typically more in-depth experiences from which you may have more information to gather. When completing a STLR-tagged activity, you may have submitted a reflection about the experience as an artifact. Read back over the reflection to get ideas on how to describe the experience and what you gained from it. These can be highlights on the resume.

TIP: *A word of caution, think carefully before listing an activity or event that may suggest you belong to a certain race, ethnic group, religion or have a specific political affiliation, disability, or sexual orientation. While it is unlawful to discriminate based on these areas, it does not mean it doesn't happen. You have to determine how you would like to proceed knowing the potential risks.*

COVER LETTERS

STLR can also help you come up with experiences to include in your cover letter. Think of the cover letter as the connection between the job description and your resume. It is an opportunity to really highlight two or three key experiences or skills. Your record can provide clues to what experiences you might want to discuss in more detail. Look for ones that relate to qualifications in the job description. Try choosing an activity or project in which you achieved integration or transformation, because these should have been higher level experiences. Once you choose what you want to talk about, review any artifacts you may have submitted. Use the information to provide a description of how you gained the skill or experience through the event, activity, or project you completed.

TIP: *Make sure your cover letter matches your resume. Whatever skill or experience you write about in your cover letter should also be included on your resume.*

ePORTFOLIO

You can add the link to your STLR ePortfolio to your STLR Snapshot. Tailored ePortfolio presentations (sites) can be created with the ePortfolio presentation tool in D2L. Make sure you have a polished ePortfolio presentation before you share your link. You can find specific instructions and tips for creating an ePortfolio [HERE](#).

JOB APPLICATIONS

Should you upload your STLR Snapshot with your job application and where should it go?

This may be a question you find yourself asking as you prepare to search for jobs. UCO is unique when it comes to STLR. Not every university has something like it. While you are able to provide evidence for things you have accomplished outside of the classroom, not every employer knows what STLR is.

Before uploading, make sure you have tailored your STLR Snapshot. It should contain items that relate to the position you are seeking. Make sure you do not have items that may reveal demographic information unless you have thought through your options and have decided that you specifically want to include it.

Once you have tailored your STLR Snapshot, you have a few options to include it with your application materials:

- **Upload with your resume.** Make sure that it would be seen after the resume, uploaded as the last page of your document. It is always possible the employer will choose not to look at it and they may not know what it is, so make sure they see the resume first.
- **Upload as part of your transcript.** This is a good option if a transcript is required. Again you would upload it as the last page or last document so that your official transcript won't be missed.
- **Upload as an additional document.** This option is sometimes available in an online job application. You may have a chance to also include a brief description of the purpose of your STLR Snapshot. You can create the description and upload it with the STLR Snapshot.

INTERVIEWING

- **For preparation and talking points:** STLR helps you identify what you have to offer the employer. Since the record is tracking the various activities and projects you have attended and worked on during your time as a student, you can use it to remind yourself of activities or projects that might relate to the job you are interested in. Think about what those experiences involved so you are prepared to talk more about them during the interview.
- **For examples:** Experiences documented in your record could be used as examples to share during interviews. During the interview, you can match your experiences with the questions being asked. Employers want to see these skills/qualities:
 - Communication
 - Teamwork
 - Decision making and problem solving
 - Planning, organization, and prioritization
 - Obtaining and processing information
 - Analyzing quantitative data
 - Technical knowledge related to the job
 - Proficiency with computer software programs
 - Creating and/or editing written reports
 - Selling or influencing others

As you prepare for an interview, think about which experiences might demonstrate these skills/qualities.

- **During the interview:** You can bring your STLR Snapshot to the interview; however, don't just hand it to the interviewer. Timing is very important here. You should find a moment in the conversation that feels natural to bring it up, such as after giving a great example that would be on your STLR Snapshot. Let the interviewer know that you have some documentation that shows you have displayed that skill/quality, and ask if they would like to see it. Make sure you are able to explain your STLR Snapshot.

TIP: *If you decide to use it during your interview, understand that anything you include on the STLR Snapshot could be asked about. If there are things you wouldn't want to discuss, do not include them on the STLR Snapshot you prepare for your interview. Remember that you have the ability to tailor your STLR Snapshot for each opportunity.*

CAREER AND MAJOR EXPLORATION

STLR can be used as a tool in career and major exploration. Finding something of interest is a good way to make sure that your career or major is something you will enjoy. Your record can provide clues into your interests. Review it to see if there are patterns. Is there a tenet you have more activities in? Look at the projects you have completed in class. Do the artifacts reveal reflection that might relate to something you could look into for a career or major? Which events did you enjoy the most and why? If you see a trend, consider researching a major or career that relates more directly to those specific tenets or activities.

GRADUATE/PROFESSIONAL SCHOOL

- **For personal/special statements:** Use your record to help identify experiences that you might want to include in your personal or other special statements for graduate or professional school. Experiences where you earned a transformation are ones to strongly consider. Make sure that the experiences you choose are relevant to any prompts you are asked.
- **For admissions interviews:** As with a job interview, STLR can help you prepare for a graduate school interview. The record can help you determine examples you might want to use during the interview. Make sure you practice providing details about the experience or project you worked on that will demonstrate you have the specific skill or qualifications they want.

TRANSLATING STLR TERMS TO AN EMPLOYER:

Transformative Learning: expanding perspectives and developing skills beyond what is learned as a part of a major or specific discipline.

Student Transformative Learning Record (STLR): a second transcript that shows growth and learning in areas such as global and cultural competency, health and wellness, leadership, service learning and civic engagement, and research, creative and scholarly activity.

TIP: *Focus on the tenets that you think will be important to the employer or tenets in which you received integration or higher. You want to focus your time on explaining the impact of your transformative learning opportunity rather than explaining too many details about STLR.*

Exposure: refers to a general awareness of the tenet and a base level understanding.
Base-level proficiency.

Integration: refers to an advanced understanding of the tenet and its value and purpose.
Advanced proficiency.

Transformation: refers to a superior proficiency in the tenet marked by a major shift in perspective and behavior.

TIP: *If you reach transformation in a tenet, make sure to highlight it. Focus on how the experience changed your perspective and how it relates to a skill the employer desires.*

Artifact: a tangible representation of the work you have done for a STLR assignment, project, internship, or activity. Examples of artifacts include reflective writing, research papers and presentations, videos, or other items.