



# USING YOUR *CCR* *EXPERIENCE* IN THE JOB SEARCH



## HOW DO I EXPLAIN WHAT A CCR IS?

A co-curricular record (CCR) is an official UC San Diego document that formally recognizes a student's participation in a learning opportunity that takes place outside of academic studies.

## HOW CAN I USE MY CCR EXPERIENCE IN MY JOB SEARCH?

Your CCR keeps track of what you have done and how much time you have committed to it. It also lists the competencies and transferable skills you have developed through the experience.

Your official validated CCR is printed with your transcript and has the UC San Diego seal. If permitted, attach your CCR directly to your résumé or bring it to your interview. An unofficial copy of your CCR can be accessed anytime through the CCR Portal.

## WHEN DO I TALK ABOUT MY CCR EXPERIENCE IN A JOB INTERVIEW?

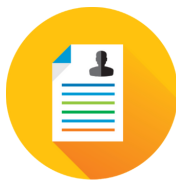
Use the CCR to reflect on your experience, achievements, and to find examples and language to effectively talk about them. Try to answer the following:

- What personal and professional growth have you experienced as a result of your participation?
- Briefly describe one significant or influential experience that allowed you to develop or demonstrate your competencies. You can refer to the UC San Diego Competency definitions at [competencies.ucsd.edu](http://competencies.ucsd.edu)

# UC SAN DIEGO COMPETENCIES

## CAREER DEVELOPMENT

- Navigates information and opportunities for career exploration
- Articulates the importance of transferable skills



## CRITICAL THINKING / PROBLEM SOLVING

- Identifies important problems and questions
- Gathers, analyzes, and evaluates information to form an opinion or strategy



## INNOVATION / ENTREPRENEURIAL THINKING

- Synthesizes ideas to develop new ways of thinking or working
- Engages in divergent thinking and risk taking.



## ORAL, WRITTEN, & DIGITAL COMMUNICATION

- Conveys meaning to diverse audiences clearly and effectively
- Develops the expression of ideas through written, oral and digital mediums



## RESEARCH ABILITY

- Accesses and evaluates multiple sources of information
- Synthesizes information to solve problems and create new insights



## TEAMWORK / CROSS-CULTURAL COLLABORATION

- Actively engages with people and entities with diverse experiences towards a common goal
- Demonstrates strong interpersonal skills, respect, and dignity for others.



## CIVIC ENGAGEMENT / SOCIAL RESPONSIBILITY

- Participates in activities that make a positive difference in the community
- Appropriately challenges unfair and unjust behavior



## DIGITAL INFORMATION FLUENCY

- Demonstrates technological literacy and skills
- Uses technology to communicate, problem-solve, and complete tasks in an ethical way



## LEADERSHIP

- Takes initiative, demonstrates effective decision making and informed risk taking
- Motivates and encourages participation from others to work towards a shared purpose and vision.



## PROFESSIONALISM / INTEGRITY

- Exhibits integrity, honesty, and ethical responsibility
- Displays personal accountability and dependability



## SELF-REFLECTION

- Assesses, acknowledges, and articulates personal skills and abilities
- Develops from past experiences and feedback to gain new insights



## UNDERSTANDING GLOBAL CONTEXT

- Demonstrates an understanding of complex global issues and systems
- Connects local and global issues and their future implications

