Co-Curricular Record Tip Sheet for Students

What is a Co-Curricular Record (CCR)?

The Co-Curricular Record (CCR) is an official record of university-approved and facilitated activities that support student development in venues that are not for academic credit. Existing as a document that is separate from the Academic Transcript, the CCR is a clear statement of involvement in activities that support holistic student development.

There are <u>six</u> areas that this document recognizes:

- Governance
- Leadership
- Service-Learning
- Awards (non-academic)
- Volunteerism & Participation
- Foundational Skill Development

Look for the CCR Stamp of Approval on Promotional Materials for a quick way to know you'll be recognized for your participation!

How can I access my CCR?

UMCommunityLINK manages your CCR. To view your CCR, log in to communitylink.umanitoba.ca using your UM Net ID. You can also request an **official print at no charge** through your Aurora account, on UMCommunityLINK, or from umanitoba.ca/student/studentlife/ccr.html

How can I describe what Co-Curricular record programming is to an employer?

A Co-Curricular program offers students diverse opportunities to engage in activities that fostering learning through personal growth and professional development. It allows students to build employability skills and enhance transferable skills beyond the student's academic transcript.

The CCR allows you to obtain the necessary information to start populating your resume as it includes the following details:

- Organization/department
- Position Title
- Position Description
- Start and End dates
- Hours of Involvement (optional under Volunteerism/Participation)

How can I connect my CCR experience to the job I am applying to?

All Co-Curricular activities have learning outcomes/competencies associated with them. Students who participate in a Co-Curricular activity have the opportunity to develop the identified competencies.

Step 1: Identify the competencies you enhanced during your CCR participation

- Make a list of the competencies you enhanced during your participation in the CCR activity
- Write down at least two examples of how you demonstrated that competency during your participation. Hint: provide the examples in the following format: situation, task, action, result.
- Reminder: while participating in a Co-Curricular activity, you had the opportunity to demonstrate knowledge, skills and attributes in every task you were involved in. For example if you organized fundraising events you likely demonstrated skills in leadership, communication, and creative problem solving. If you were a Peer Mentor you would have engaged in skills that demonstrated leadership and possibly civic engagement. The skills you used in these activities are considered transferable skills. Employers are interested in you being able to demonstrate that you have these skills through your resume and in an interview. (it's not about the job title you held, it's about what you did!).

Step 2: Identify the requirements and competencies listed in the job description

- Identify the key skills, experience and knowledge listed in the job description
- If you don't have a job description then research the job title using the [Canadian National Occupation Classification.](#)

Step 3: Compare your CCR experience /competencies list to requirements and competencies required for the job you are interested in applying to

- Highlight the similarities between the two lists and take note of the differences – you can use this to help you write your resume and prepare for a job interview
- You can use this to help identify future opportunities you want to engage in.

Step 4: Connect with Career Services

- Staff at Career Services can assist you with further identifying the employability skills and experiences that you developed through your CCR experience
- They can guide you in how to write your CCR experience on your resume and how to reference your experiences in your job interviews.

How do I professionally introduce my CCR experience into my job search activities in such a way that employers will see it as a valuable experience?

You will have many opportunities throughout your job search to demonstrate how your CCR experiences are relevant to the position you are seeking.

Here are some ways you can introduce your CCR experience into your job search:

The Resume and Cover Letter

- It is recommended you list your CCR experience under the section of the resume that reflects the nature of the CCR activity. If it was community engagement in nature, you may want to list it under your "Volunteer" section.
- It is recommended you mention your CCR experience on your cover letter if the experience has developed the knowledge, skills or attributes the employer is seeking. If you are having difficulties determining how you should include your CCR experiences on your resume and cover letter, please meet with a staff member at Career Services.

Job Applications

- If a job application provides space for additional documents to be attached you may want to include your CCR as one of those documents, if you are using your CCR experience to support your qualifications for the job

Job Interviews

- When preparing your success stories for a job interview do not overlook using your CCR experiences for a story. In fact, CCR experiences provide a wide array of examples that will demonstrate your employability skills.
- If you are having difficulties identifying CCR success stories, please meet with a staff member within Career Services

Portfolios
- If you have a career or job search portfolio it is recommended you incorporate your CCR experiences under the appropriate section(s)
- You may want to refer to your resume as a guide to help you determine where you want to place your CCR experiences in your portfolio.

If you have any questions regarding your Co-Curricular Record, please review our webpage: http://umanitoba.ca/student/studentlife/ccr.html or contact ccr@umanitoba.ca