Skills Matter! Apply the S.T.A.R.[R] Technique

Preparing Your Soft and Hard Skills Content

Opportunities to develop your skills occur as you work on class projects, complete an internship experience, fill leadership roles or actively engage in other activities. Instructors often align assignments and capstone projects to specific skill competencies (perhaps outlined in the course syllabus).

In the following steps we will demonstrate how your might adapt the S.T.A.R.[R] technique to the SKILL content type found in myeFolio. Our goal is to assist you in preparing evidence that potential employers and colleagues will want to find in your site and strengthen how you tell your story. You can adjust the process to fit your preferred style.

While a search for information about S.T.A.R.[R] online will result in many info links, we've provided a few resources you might check out and a reminder of what S.T.A.R.[R] represents. (Some suggest that the second "R" is optional.)

- [Answering Tough Interview Questions](#)
- [The Careers Blog by Guardian](#)
- [Star Method (eBook)](#)

★ **Situation** – when/where; set the scene
★ **Task** – the goal, aim or challenge
★ **Action** – what you did; your role
★ **Result** – the outcome
★ **Reflection** – what you learned

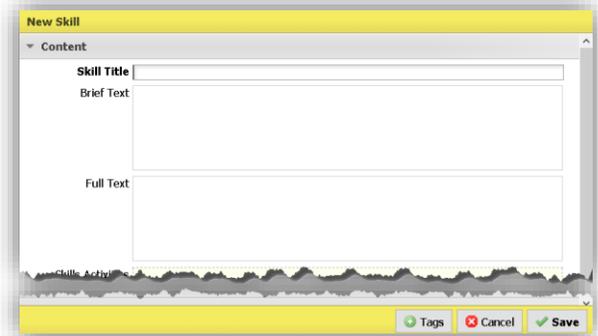## ①   Find and Open the Skill Content Form

The "**Skill**" content type is found in the Personal, Education or Work categories when you display "**New Content**" options.

Note: If you wanted to edit a skill that was previously created, you would open it from the "**My Content**" panel.

- Click "**New Content**"
- Click to open the category you prefer to use
- Click on "**Skill**"
- Click "**Create**" from the action bar

The form to create a new skill item will open to your screen.

During this "step thru" we will be using only the "**Skill Title**" and "**Full Text**" fields.

The reason for this is that we plan to use our skill item as part of another object later.

The form does present several fields that can be helpful when using it to create a standalone skill posting for your site pages.

② Add Content to the Skill Form

- Identify your skill using the "**Skill Title**" field

You could prepare your text using other software.

- Use "**Full Text**" to add the details

- Be sure to "**Save**" the completed form

Enter or paste in the narrative text that addresses each segment of S.T.A.R.[R] to the "**Full Text**" field:

Use of bullets and well-defined sections will guide the reader to "SEE" your details.

Note: Our example is based on a real experience, but some details have been modified to honor the source.

③ Locate Your recently-saved Skill Content Item

Content items (once saved) are added to the content collection called "**My Content**" and will be listed in sections that are organized by type (i.e., **Skill**).

You will notice from the screen capture at the right that the "**Skill Title**" is used to list the items alphabetically and makes it easier for you to locate it when you're ready to edit it or post it to a page of your site.

Revision Example: You might decide to change the way your skill is named in the Title field or modify your narrative in the Full Text field.

Your content listing will also display the date and time that the item was last saved.

④ **Post Skill Content to a Selected Site Page**
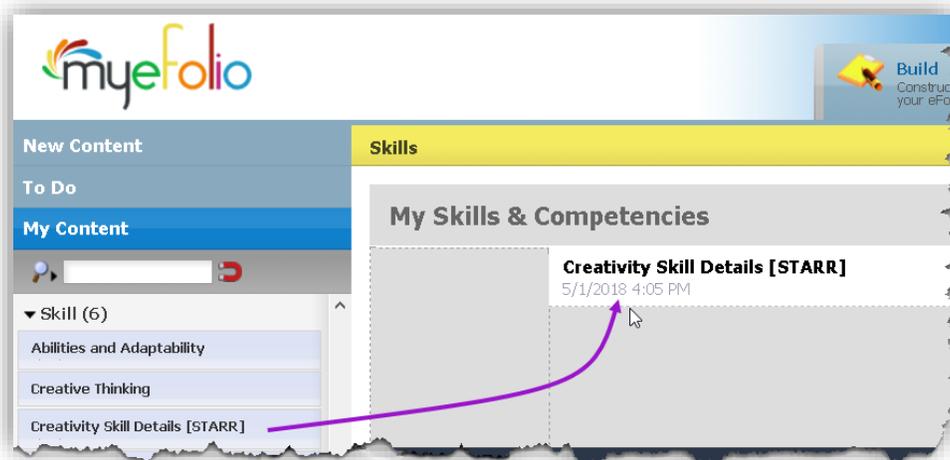
- Drag the SKILL item from "**My Content**" to the site page and location where you want it to be displayed.
- When in **Preview**, your content will look something like this ▼

- The image shows a preview "as displayed" to a mobile device.

- The STARR format allows a viewer to easily locate significant elements.

Some questions to ponder:

- Do you want to post one skill per site page?

- Do you want to combine several skill items on one page?

- Do you want to separate soft skills from hard skills within your eFolio site?

How you answer these questions will impact your final layout. There is no incorrect approach.

Simply be consistent!
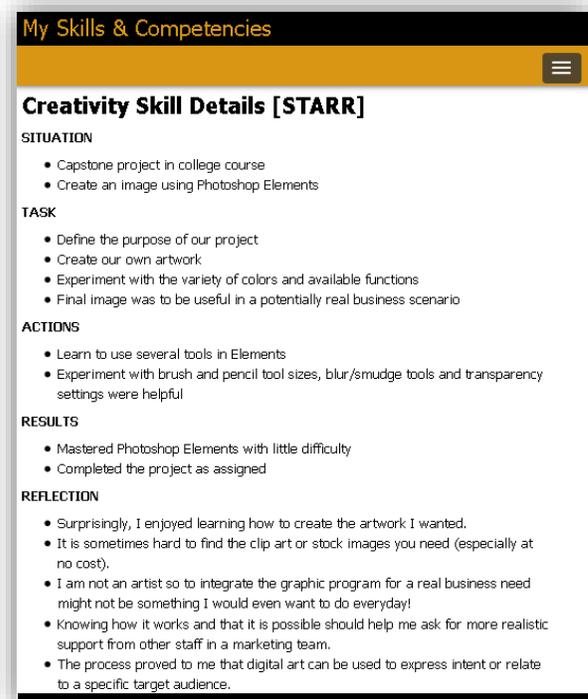
If you follow our blog entries at the "**myeFolio Spotlight**" you'll find more ideas about how the S.T.A.R.[R] technique can be applied to content and additional ways to make your site stand out.