# Confidence Builder

A self-help tool

Introduction

One of the things that can build confidence is reminding ourselves of what we can do. As evidence of our successes mounts up, we feel more confidence and can see that we have a firm foundation to build on.

This tool asks you to think of examples of when you have demonstrated the qualities of the Huddersfield Graduate Attributes — a set of important attributes which employers prize because they are relevant to a wide range of professional careers.

This tool is designed to...

- Build your sense of confidence.

- Create a record of achievement.

- Show how you are developing the different aspects of the Huddersfield Graduate Attributes.
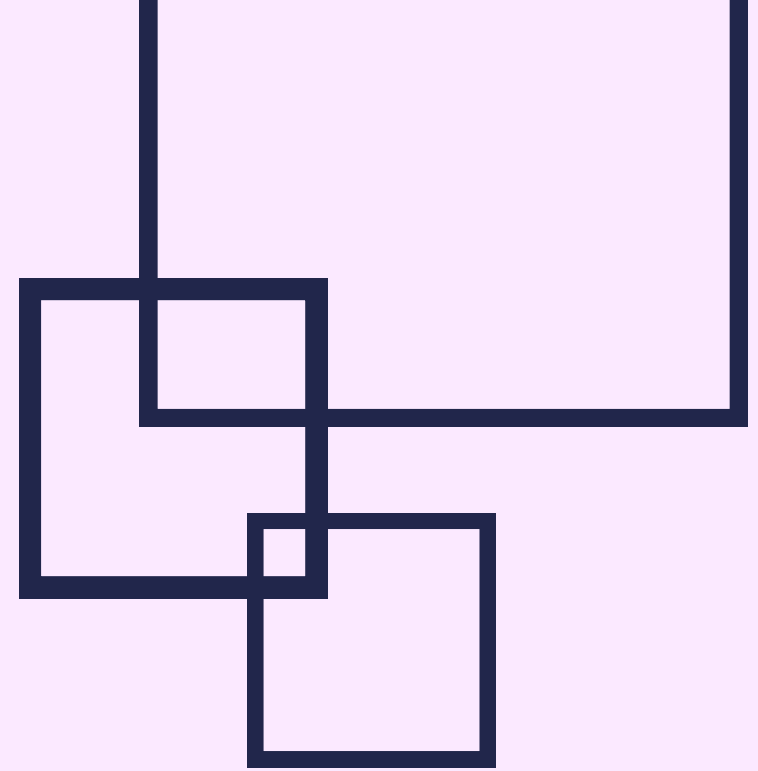
Consider using this tool if you...

- Think you have lost sight of what you are really capable of.

- Want to firmly evidence of your capabilities (e.g. to prepare for a job interview).

- Need to boost your sense of confidence and remind yourself of what you have accomplished.

How to use this tool

First, make a list of the different areas of your life which might provide evidence of graduate capabilities.

Things you list might include:

- Your degree
- Work experience
- Paid work (past / present)
- Belonging to an SU or International Student society
- Having an SU role (e.g. Course Rep)
- Things you do in your local community (e.g. looking after neighbours)
- Involvement in faith groups
- Volunteering
- Online communities
- Hobbies and interests

Second, start to add relevant examples to the tables on .

There's no set order to work through the table in. We suggest you pick a capability that is easy for you to evidence and begin there. Don't worry if there are gaps. You can keep your table 'open' and add more examples in over time.

The table uses the 'CAR' model for evidencing capabilities which employers often look for in job application and interviews:

- Context (what was the situation)?
- Action (what did you do)?
- Results (what happened)?

The CAR model is a shortened version of the STAR model (Situation, Task, Action and Result). So, if you've come across STAR, you'll find this very familiar.

Third, take an inclusive approach to your evidence.

This is very important. For an example to count, it doesn't have to be an amazing, incredible success. Most of the things you do at work will be simply at a normal satisfactory level. Ordinary things are just fine. All you need are things which provide relevant evidence that demonstrates a capability. So, it is very important that you approach this exercise with a welcoming inclusive approach to your evidence. Please avoid a temptation to be picky or dismissive of what you've done!

Finally, remember that any capability is multifaceted. For instance, commercial awareness consists of a range of different aspects, like knowing how a business makes a profit (or a charity meets the expectations of its Trustees); what are the new developments that affect businesses in a sector; being aware of some of the non-financial considerations which an organisation has to pay attention to (e.g. how a student society attracts new members). With each attribute, you just need to think of an example which shows one aspect of the attribute. And don't worry if you need to use the same example for more than one attribute; a fund-raising event, for example, may demonstrate commercial awareness, self-motivation and enterprising skills.
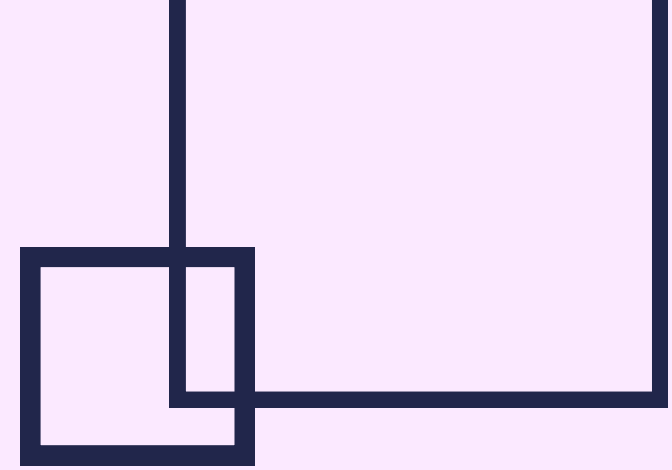
Huddersfield Graduate Attributes	Context/Challenge (what is the situation or problem?)	Actions (what did you do? Be as concrete as possible)	Results (what happened as a consequence? How was the situation improved?)
Self-Motivated (the ability to act without being prompted by others)			
Commercially Aware (understands the wider environment in which an organisation operates)			
Enterprising (adapts thinking and behaviour to suit changing circumstances to add value)			
Resilient (deals positively with challenges)			

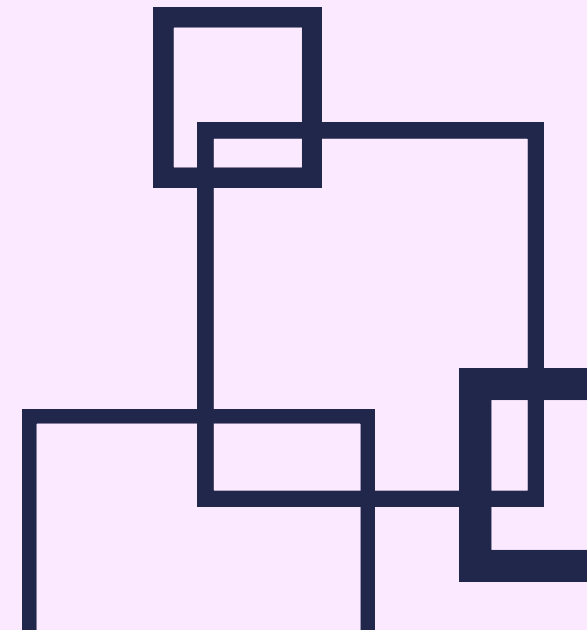| Huddersfield Graduate Attributes	Context/Challenge (what is the situation or problem?)	Actions (what did you do? Be as concrete as possible)	Results (what happened as a consequence? How was the situation improved?)
Effective Collaborator (works well with others; able to understand and assess people's behaviours)			
Confident Leader (able to enthuse and motivate the group)			
Globally and Socially Aware (welcomes new ways of thinking and can anticipate the impact of external situations)			
Plans personal development and growth (takes control of long-term goals and plans life and career goals)			

Pause, Reflect, Act

- How many of the criteria did you find evidence for?
- How well did you evidence your strengths?
- How did that make you feel?
- Which pieces of evidence might you have overlooked, had you not done this exercise?
- Are there any criteria which you couldn't evidence that you might need to address?
- What practically do you want to do now to take forward the insights from this exercise?
- Who could help you with this?
- Which other Self-help tools would you like to look at next?

NB: Because everyone is different and no one solution on its own is necessarily a magic bullet, please look at our other self-help tools as well and use the ones that work best for you.

References and Resources

- The Huddersfield Graduate Attributes Framework: <u>Huddersfield Graduates Attributes Framework</u>

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