THE UNIVERSITY OF BRITISH COLUMBIA

Virtual Resume Reviewer and Prep Interviewer Role Description

Background

Whether you're selecting a great resume from a stack of applicants or assessing interviewees to find just the right fit, you have likely developed hiring instincts that help you make these challenging decisions. Often, job seekers aren't aware of how their resume and interview style is perceived by a potential employer.

To help bridge this gap, alumni UBC will be hosting a series of virtual events aiming to provide UBC students, recent graduates, and alumni with direct access to feedback from alumni volunteers.

Two volunteer roles are available for separate virtual events – resume reviews or interview prep. In each of these events, volunteers and participants will connect through a series of short virtual meetings – either to provide first impressions and feedback on their resumes, or to practice and provide guidance on their interview style. Your professional perspective gained through experience hiring could be invaluable to those starting looking for their next career step in this uniquely challenging environment.

This event series is presented as part of **Your Next Step.** Navigating the changing economy, being ready for emerging opportunities, and connecting with *alumni UBC's* worldwide network of alumni is more important than ever. **Your Next Step** brings together valuable career resources from across UBC to help graduating students and alumni make the most of their talents, interests, and education in a changing world of work. Learn more.

Volunteer Criteria

- Alumni from all UBC degree programs are welcome.

- Must be at least four years out from an undergraduate program (graduated in 2016 or earlier). Alumni who have more recently completed a graduate program and have the relevant hiring experience qualify.

- Must have significant experience with either resume reviewing or interviewing either as a hiring manager or as part of a hiring panel **(Must have supported with a <u>minimum</u> of three hires)**

- Must be able to assess applications quickly and be comfortable sharing feedback right away.

- Should be reasonably comfortable using technology (Eg. Participating in virtual meetings and completing online surveys)

- Volunteers are **<u>NOT</u>** required to be experts in resume formatting or interview best practices. Instead we ask that you bring your real world perspective and professional instincts to this volunteer role.

- Volunteers can apply to be considered for both positions (Resume Reviewer or Prep Interviewer) or they can specify one role.

Time Commitment

Volunteers will be expected to attend at least one virtual Resume Review <u>or</u> Interview Prep event. Each event will require approximately **two hours** of the volunteers' time – one hour for the event, one hour from preparation and post event feedback.

Volunteer Application

To complete your volunteer application, please click here. Volunteers will be reached out to directly as event dates are scheduled.