Identifying and Telling Your SOAR Stories

Ask yourself:

- Did you receive praise, recognition or pats on the back from your supervisor or colleagues? For what (e.g., completing projects ahead of deadline, calming down irate customers, saving money)?

- Did you receive a promotion, award or commendations from customers/clients?

- Were you selected for special projects, committees or task forces?

- Name three accomplishments that make you proud.

- Did you complete a particularly challenging assignment?

- Participate in a solution that improved customer service, enhanced efficiency, saved money/time or increased revenues?

- Are you known throughout your department/company for something?

- If you quit your job, what would everybody say about your work at your good-bye party?

My Accomplishments

I am proud of accomplishing the following:

Here's how I did it.

Here are the results I achieved

The skills and competencies I used are: (e.g., Teamwork, technical skills, problem-solving)

The personal qualities I exhibited are: (e.g., integrity, initiative, creativity)

_____

SOAR Story

S   Situation

O   Obstacles I Overcame or Opportunities I Exploited

A   Actions I took

R   Results I achieved

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