

Activity 3: Interests, Extracurricular Activities & References

Activity

This activity is about adding vital information to your Grofar digital passport to help complete your C.V. which you will be able to download in the last activity.

During this activity you will add your personal interests, any extracurricular activities you take part in, and references from other people to your profile. Adding all of these to your profile will help you to build a professional looking C.V.

Helpful Links

These links may come in useful during this activity:

- [The importance of extracurricular activities](#)
- [How to get a Reference](#)

Complete the following steps in your Grofar Careers Passport:

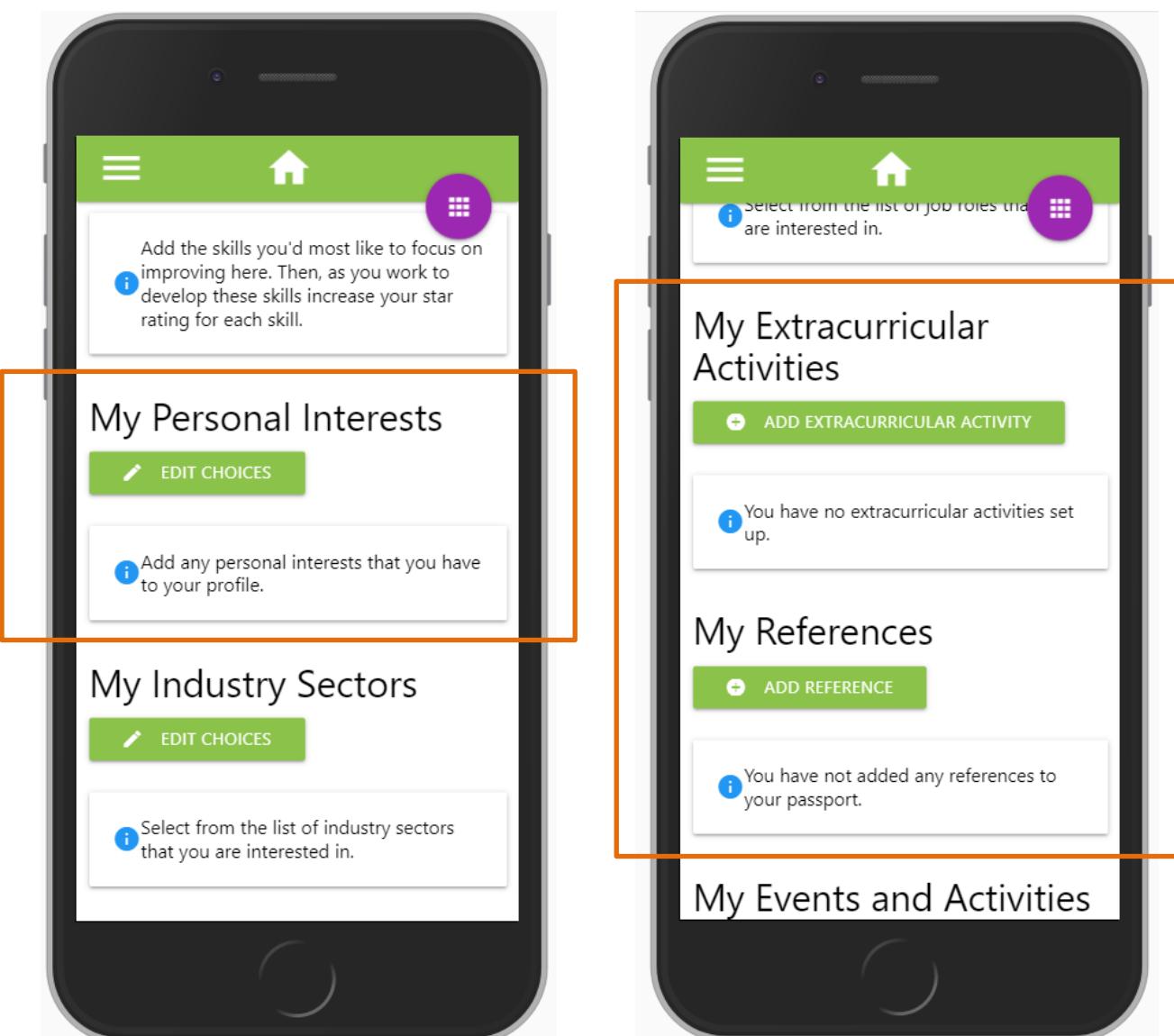
Step 1 – Login to your digital Careers Passport

1. Log into Grofar using your registered email address.

You can login at: <https://auth.grofar.com/>

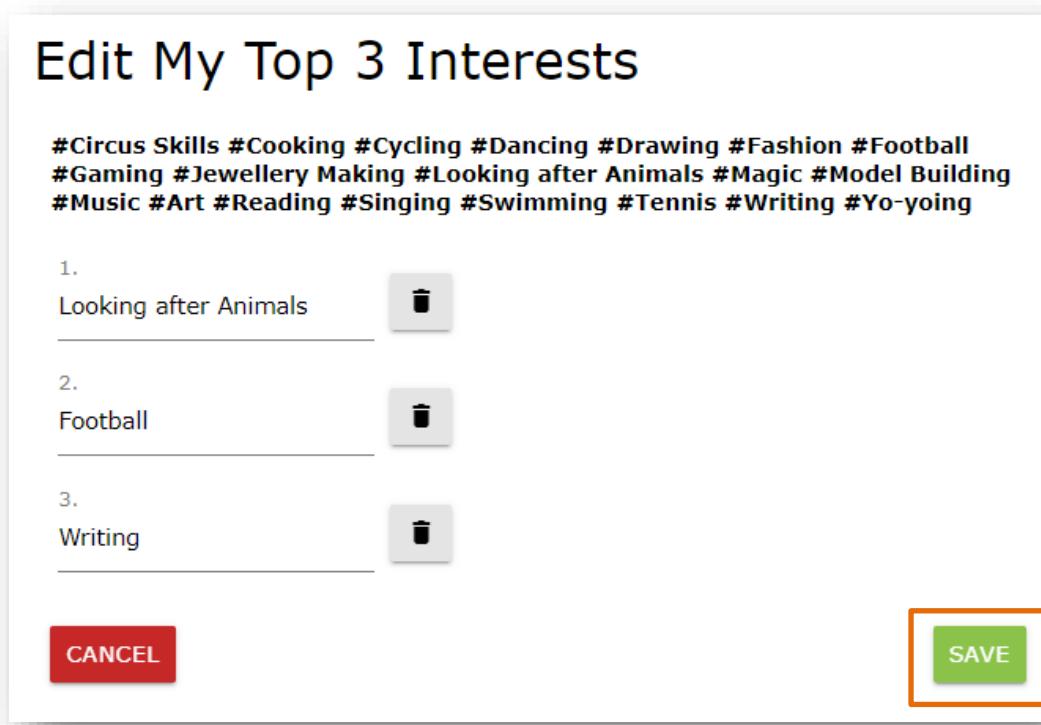
Step 2 – Find the ‘My Personal Interests’ and ‘My Extracurricular Activities’ and ‘My References’ sections

1. Once logged in, scroll down to the bottom of your Home page until you see the sections for ‘**Interests**’ and ‘**Extracurricular Activities**’ and ‘**References**’ sections
2. In this activity you will complete these three sections.



Step 3 – Adding your Interests

1. Click on the green edit choice button  next to '**My Personal Interests**', this will take you to the '**My Personal Interests**' section.
2. You'll notice some example interests at the top of the page. You can click any of these examples to add them or enter your own in the spaces provided.
3. Be sure to choose the top 3 interests which represent you best, as these will be included on your C.V. printout.
4. Once you have added your top three interests, click the '**SAVE**' button.



The screenshot shows a modal dialog box titled "Edit My Top 3 Interests". At the top, there is a list of example interests: #Circus Skills #Cooking #Cycling #Dancing #Drawing #Fashion #Football #Gaming #Jewellery Making #Looking after Animals #Magic #Model Building #Music #Art #Reading #Singing #Swimming #Tennis #Writing #Yo-yoing. Below this list, there are three numbered input fields for entering interests:

- 1. Looking after Animals
- 2. Football
- 3. Writing

At the bottom left is a red "CANCEL" button, and at the bottom right is a green "SAVE" button, which is highlighted with an orange border.

5. You will arrive back on your home page and the Interests you added will now appear under your '**Interests**' section.

Step 4 – Adding your Extracurricular Activities

What are Extracurricular activities?

Extracurricular activities are activities that you do outside of school. Activities can include arts, athletics, clubs, employment, personal commitments, and other pursuits.

Almost anything that you are actively and productively involved in can be considered an extracurricular activity.

Some examples are **Arts**, which includes visual arts, performing arts, comedy; **Sports**, which includes playing on a school sports team, an intramural team, or a club team outside of your school; **Hobbies**, such as blogging, a film club, hiking, Rubik's Cube competitions, and more.

1. Make sure you are back on your Home page.
2. Scroll down to the section titled '**Extracurricular Activities**' and click on the green add button  to go to the '**Add Extracurricular Activity**' section.
3. The first thing you need to do is add the name of the activity in the '**Activity**' field.
4. Next set the "**From Date**" for when you started doing the activity. Don't worry if you can't remember the exact date, a rough date will do.
5. If you are still doing the activity then select the "Current Activity" check box otherwise enter a "**To Date**" for activity. Again, a rough date will do.
6. In "**Activity Details**" enter some more details about the activity and what you do during this activity.
7. Next, you need to enter the **Skills** that you develop when performing this activity. Select as many skills as you feel appropriate.

Add Extracurricular Activity

Activity

Computers, Games and Film Club

From Date

05 Oct 2020

Current Activity

Activity Details

Weekly club to discuss the latest in film and games

Skills

Listening

Presenting

Problem Solving

Creativity

Staying Positive

Aiming High

Leadership

Teamwork

CANCEL

SAVE

8. Finally, once you have completed the form click the '**SAVE**' button.
9. The new activity will now appear under your "**Extracurricular Activities**" section on your home page – check that you can see it. You can add as many extracurricular activities as you have.

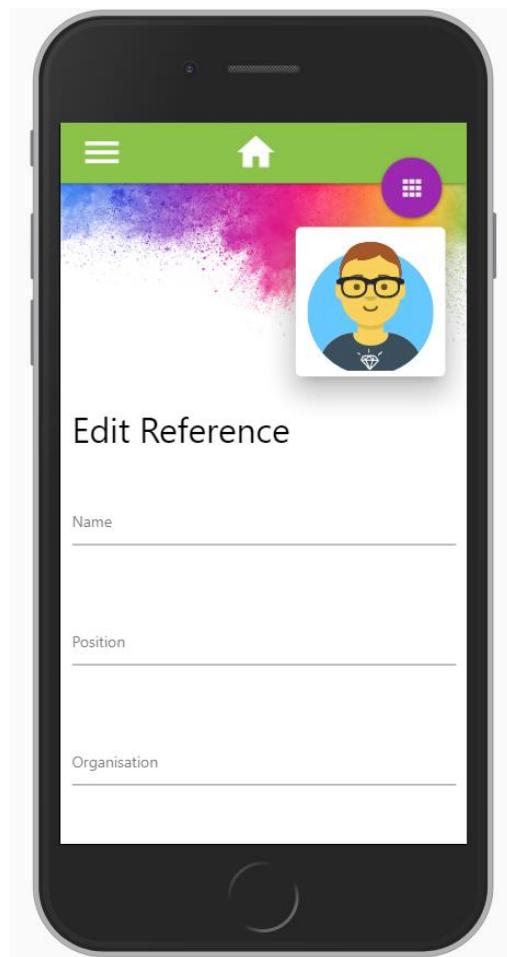
Step 5 – Adding references to your profile



What are references?

- References are those people who know you and can vouch for your character and abilities.
- Having a list of references is an important part of the job, college, apprenticeship or university application process.
- Some examples of who might be a good reference for you are:
 - Your manager if you have a part-time job
 - A teacher or academic adviser that knows you well
 - A club or sports team coach
 - A neighbour who might know you well
- Some things to remember:
 - Request permission before you use someone for a reference.
 - Family members should not be used as references

1. Before completing this form, ask someone in the list above to write a reference for you.
2. Once you have your reference, head back to your Home page.
3. Scroll down to the section titled '**My References**' and click on the green add button  to go to the '**Add References**' section.



4. In the form, add the details of the person giving you a reference and their reference text.
5. Once you have entered the reference details, click the '**SAVE**' button.
6. You can add as many References as you have. It's usually good to have 2 or 3 references on your C.V.

Congratulations! You are one step closer to creating your C.V.!

- 1. Did you find this activity useful?** (circle the emoji)



Well done! You have completed the Activity!