

CAREERCYBERGUIDE

Tanya's Daily Summary Sheet

On Campus Position:	Research and Administrative Assistant
Department/Faculty:	York University
Date:	November 10, 2004

Duties/Activities:

- Organize my research project on services offered by other libraries so that I can start to prepare a report of my findings.
- Begin researching individuals to contact for future interviews who will help me with my new research project on how to evaluate our services.
- Conduct two interviews over the phone with Joanne and Kristen.

Key Accomplishments:

- Completed the editing process of my research on the services offered by other libraries and made an outline for the preparation of my summary report.
- Set deadlines for all my continuing projects.
- Made two new contacts through my interviews with Joanne and Kristen and scheduled them in time for me to meet my deadline.
- Compiled a list of individuals who are interested in being interviewed for my second research project.

Feedback I received from my supervisor included:

- My supervisor told me she was very happy with my research findings so far, and that she was looking forward to reading my revised summary.
- She approved of the list of questions I had asked in my interview, and was impressed by them.

Feedback I received from my colleagues included:

- Nothing to add today

The main employability skills I used during my daily activities were:

- Responsibility – I effectively managed my time and established goals and priorities
- Written Communication – I edited my findings in order for the data to be more concise
- Verbal communication – I delivered my questions during my interviews clearly and effectively

The skill that felt most natural or effortless was:

- Verbal and Written Communication

The skill that challenged me most was:

- Responsibility