



## SUCCESS CHECKLIST

Use this checklist in conjunction with the Producing your Pitch info sheet to evaluate the success of your UON Me in a Minute video. If you are having difficulty or you would like assistance reviewing, please attend a consultation session at Careers and Student Development. For more information, please [click here](#).

### SCRIPT

#### CONTENT

- Have you made a positive first impression with your opening statement?
- Does your script feature three of UON's graduate attributes? For a full list of our graduate attributes, check the Me in a Minute website.
- Have you included evidence of attributes by describing your skills, experiences and achievements?
- Have you closed with a confident summary or invitation for employers to contact you?

#### TIMING

- The Producing Your Pitch information sheet contains timing guides for each section of your script. You should also check:
  - Have you ensured that your video runs no longer than one minute?
  - Does your presentation distribute time equally between all three skill sets/attributes?

### RECORDING

Before delivering your pitch to camera make sure you have practiced so that you are confident, authentic and your timing does not run over the one minute limit.

You will also need to ensure:

- You are filming against a neutral background
- There is no background noise to distract from your pitch
- You are dressed professionally to make a good first impression
- You have the script close at hand or in a position that is easily viewed near the camera
- You use positive body language and a happy tone of voice to convey your enthusiasm

### PRODUCTION

Editing suites such as Adobe Premiere Pro or Adobe Premiere can be used to produce an outcome similar to the examples on the UON Me in a Minute website. When complete you should ensure:

- You have used a range of difference images to support your pitch. Examples can include photographs, work samples, place images and video to illustrate your experiences.
- You have utilised the graduate attribute icons and titles in the Resource Kit to emphasise your key skills
- Your closing image is the UON Me in a Minute brand slide contained in the Resource Kit

