It’s on You!

Student Employee Development
Presenters

Claudia P. Dominguez, M.A.
Outreach & PCA supervisor

Moisés E. Buenfil, M.S.
Career Education & Training

University Career Center
We will:

◦ Cover **NACE**’s career readiness definition & key employability competencies
◦ Share best practices
Student Workers

Peer Career Advisors
What do you expect from your students?

- Do you set clear expectations from day one?
  - Student Employee Handbook (See resources page)
  - Rights / Responsibilities
  - Set them up for success from day 1
Career Readiness Defined
Career Readiness Defined

- **Career readiness** is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.
Employability Competencies
### Employability Competencies

- Critical thinking
- Communication
- Teamwork
- Information Technology
- Leadership
- Work Ethic
- Career Management

The National Association of Colleges and Employers (NACE) identifies these 7 core competencies that form career readiness.
Critical Thinking/Problem Solving

- Capstone projects
- Challenges
- Research
- Code Samples

- Writing Samples
- Survey creation
- Report Analysis
- Case Study
Critical Thinking/Problem Solving

Best Practices

• Empower them to solve problems (within their capabilities)

• Assign them specific projects where they can develop these competencies:
  – Written reports
  – Projects
  – Research

What do YOU do?
Oral/Written Communications

• Writing Samples
• Reports
• Research
• Presentations
• Public Speaking

• Marketing campaigns
• Social Media
• Study Abroad
• Toastmasters
Oral/Written Communication

Best Practices

- Written AND oral
- Do you meet with them weekly/bi-weekly?
- Do they know who does what in their office?
- Would they be able to give a tour of your office to a visitor?

What do YOU do?
Teamwork/Collaboration

- Group projects
- Club Activities/Student Organizations
- Intramural sports
- Extracurricular activities
Teamwork/Collaboration
Best Practices

• Are your students required to work within a team?
• Do you foster teamwork?
• Do they know how to function within a team?
• Do you partner/collaborate with other departments/offices?

What do YOU do?
Information/Digital Technology

• Social Media
• Presentations
• Coding Samples
• Projects Involving Software Applications
Information/Digital Technology
Best Practices

• Do you have social media presence?
• What software do you utilize in your office?
• What new technology applications are they learning to spark interest?

What do YOU do?
Leadership

- Club/Organization roles
- Team Projects
- Event planning
- Public speaking
- Conference presentation
Leadership
Best Practices

• Do you allow your student to take the lead in projects?
• Do they represent you in meetings?
• Do they present (public speaking)?
• Do they take the lead in a group assignment (communication & teamwork)?

What do YOU do?
Work Ethic/Professionalism

- Volunteering
- Research projects
- Club Activities
- Study Abroad

Being on time, behaving responsibly, taking the initiative, being reliable self-starters who can do the job right the first time.
Work Ethic/Professionalism
Best Practices

• Do your students know what they need to do to succeed in your department?
• Roles and responsibilities
• Student Performance Evaluation (see resources page)
• Do you set-up goals WITH them?

What do YOU do?
Career (Path) Management

• Learn from other professionals (informational interviews, shadowing)
• Define career paths and recognize opportunities
• Professional introduction (elevator speech)
• Presenting your brand and story
Career (Path) Management

Best Practices

• Do you know their future goals?
• **Mining Majors**
• **Pathways to ExCEL**
• Consider Dinner Etiquette
• Have you reviewed their résumé?

What do YOU do?
Accountability
Accountability

• It works both ways (for you and for them)
• Meet with your students frequently
  – Document
• Conduct performance evaluations (see resource page for SA student employee evaluation)

What if it doesn’t work?
  - Improvement plans
What if it still doesn’t work?
  - Part ways
Recap

• Your students will need certain competencies to succeed:

  ◦ Critical thinking
  ◦ Communication
  ◦ Teamwork
  ◦ Information Technology

  ◦ Leadership
  ◦ Work Ethic
  ◦ Career Management

How are YOU helping them develop these competencies?
Next steps

• Set-up a meeting with your students
• Start:
  Setting expectations
  Developing goals
  Creating involvement opportunities
  Documenting progress
University Career Center

103 Union West
915-747-5640 • careers@utep.edu
www.utep.edu/careers
M–F 7:30am-5:00pm

Peer Career Advisors

#utepintern