

PATHWAY FOR CAREER READINESS

The Advisor & Supervisor Guide to Success

1

Create & submit a position description

A position description should be submitted for each opportunity filled. These will be kept in Engage for students to explore and connect to the variety of opportunities available in Student Affairs. Hiring departments are also required to post the position and description details through the Career Center's Handshake platform. This platform is used for hiring purposes.

[Click here to submit the Position Description Upload form.](#)

2

Select students & enroll in the Pathway

The advisor/supervisor needs to enroll their student(s) into the Pathway for Career Readiness. Once enrolled, the students will have access to the Path by logging into Engage. Students will scroll down on the Explore/main-page to locate the Pathway to Career Readiness box. When they click on the Path, they will then be prompted to complete the modules.

[Click here to submit the Pathway for Career Readiness Enrollment form.](#)

3

Meet 1:1 in first 2-weeks & create a Path timeline

Within the first 2-weeks of selection, meet one-on-one with the student(s) to introduce them to Student Affairs' Career Competencies and together, create their Timeline for Path Completion. This timeline will be used to track their progress. Advisors can conduct this meeting in group sessions if necessary. Remember to check the student(s) in using the Event Pass to assign them Path credit.

The Event Pass Session Code: 2Y38BR7 (use the Campus Labs Event Check-In App)

[Click here to download the Path Completion Timeline template.](#)

4

Meet 1:1 during the 4-6 month window of experience

Midway through their experience, it is important to intentionally connect to help students self-reflect on their growth and identify areas of skill attainment over the next semester. We recommend 15-30 minutes for each discussion. Remember to check the student in using the Event Pass to assign them Path credit.

The Event Pass Session Code: 2443YPB (use the Campus Labs Event Check-In App)

[Click here to download the Career Readiness Evaluation Form.](#)

5

Seek feedback and ensure completion

At the end of their experience and/or academic year, check on the students' Path completion and prompt their feedback. This may be more efficiently executed in group settings. Students will have an opportunity to formally share feedback through the Path. Additionally, supervisors and advisors will also have an opportunity to share feedback on their experience with Student Affairs.

TIPS FOR SUCCESS:

- Use existing programs/training experience as Path items. Simply upload the event on Engage, select the competency which aligns with the experience, and use the Event Pass or complete the **Supervisor/Advisor Guided Competency Development form** to assign the student Path credit.

QUESTIONS? NEED HELP? CLICK HERE!

VISIT THE STUDENT AFFAIRS' **CAREER READINESS WEBSITE** FOR A COMPLETE LIST OF RESOURCES.