

2019-2020

CAREER READY *COMPETENCIES*

SUPERVISOR/ADVISOR GUIDE TO IMPLEMENTATION

WHO DOES THIS INCLUDE?

THE CAREER READY
COMPETENCIES INITIATIVE APPLIES
TO ALL STUDENT STAFF AND
LEADERSHIP POSITIONS WITHIN
THE DIVISION OF STUDENT AFFAIRS.

UAB CAREER READY COMPETENCIES

PRACTICAL LEADERSHIP & MANAGEMENT

- Customer service
- Process, event, and crisis management;
- Conflict resolution
- Assessment
- Financial education
- Project management

CIVIC IDENTITY & COMMITMENT TO SERVICE

- Service to community
- Impact change
- Create personal vision
- Democratic decision-making principles
- Ethics in decision making
- Fairness & equity

CRITICAL THINKING & PROBLEM SOLVING

- Understanding protocol
- Developing ideas/potential solutions
- Ability to weigh pros and cons

TECHNOLOGY

- Learning new equipment or software
- Ethics of use
- Social media campaign/presence

CULTURAL HUMILITY & GLOBAL FLUENCY

- Understand personal bias
- Ability to be open to other viewpoints, beliefs, cultures
- Understand cultural humility as life-long learning process

PROFESSIONALISM

- Communication
- Collaboration
- Resiliency
- Customer Service
- Giving & receiving feedback
- Professional etiquette
- Accountability

The UAB Division of Student Affairs is committed to the professional development of our student staff and leaders. In keeping with the National Association of Colleges and Employers Career Readiness Competencies, we have identified a list of skills that we feel serve as the foundation for an overall culture of learning while working.

TOOLS

FOR ADMINISTERING COMPETENCIES



ENGAGE

ENGAGE PATHS

Engage Paths is the primary tool for student application and progress monitoring. There will also be an Engage portal for forms/files.



ONE-ON-ONE MEETINGS

There will be two 1:1 meetings designed to facilitate development, reflection, and feedback.



INTENTIONAL FOLLOW-UP

Being proactive by emailing students reminders to complete their Path will support completion. Actively asking students about their developmental experience is also advised.

PATH OUTLINE

The Path includes 5 modules consisting of:



GETTING STARTED	MONTHS 1-3	MONTHS 4-6	MONTHS 7-9	FINAL STEPS
Supervisor/Advisor 1:1 Skill Development Survey	Practical Leadership Skills Civic Identity Skills	Supervisor/Advisor Mid-Year Check In	Cultural Humility Skills Professionalism	End-of-Experience Survey Path Feedback Survey
Orientation Video	Competency Development Refelection	Critical Thinking Skills Technology Competence	Competency Development Refelection	

ADVISOR/SUPERVISOR PROCESS OVERVIEW

1. DESCRIPTION

- Create and post Position Description

2. PATH ENROLLMENT

- Enroll student(s) in Path for Career Ready Competencies (available through Engage)

3. ONE-ON-ONE MEETINGS

- Meet 1:1 in first two weeks
- Meet 1:1 during 4-6 month window

4. ENSURE COMPLETION

- At the conclusion of experience, be sure the "End of Experience" survey is completed through the Path.

STEP 1: DESCRIPTION



Complete the Position Description Upload Form

Each employment or leadership experience should also have a positional description uploaded prior to selection.

Complete the Position Description Upload form to submit the job/leader description.

Click here to access
POSITION DESCRIPTION UPLOAD FORM

All descriptions are reviewed and then stored on the Student Affairs: Career Competencies Engage page.

Each position description should include:

JOB DESCRIPTION

POSITION SUMMARY

RESPONSIBILITIES

ACQUIRED SKILLS

JOB REQUIREMENTS

QUALIFICATIONS

REQUIRED SKILLS

STEP 2: PATH ENROLLMENT



FIRST 2 WEEKS

Complete the Path for Career Ready Competencies Enrollment Form

The Path will guide development across the six divisional competencies.

Supervisors/advisors can enroll or remove students from the Path using this form.
This should be completed within the first two weeks of the student's experience.

Click here to access
PATH ENROLLMENT FORM

STEP 3: ONE-ON-ONE MEETINGS

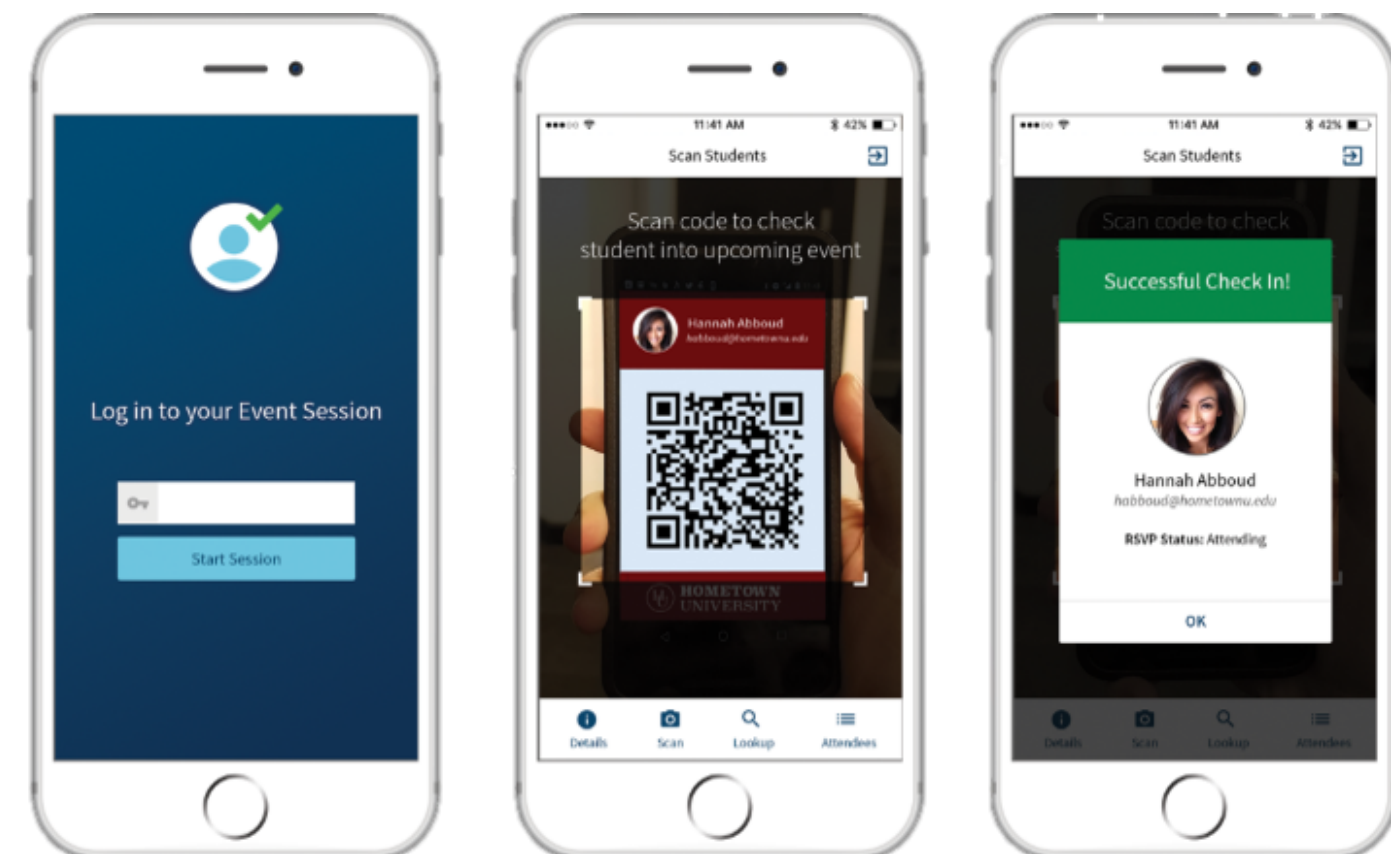

FIRST 2 WEEKS

There will be 2 opportunities to meet 1:1 with your student. In order to assign the student Path completion credit, you must follow use the CampusLabs Event Check-in app.

Supervisors/advisors need to download the app to assign the student path credit for this 1:1 meeting. Download the free app on your preferred device. Search "CampusLabs Event Check-In"

To give students credit for completing 1:1s, you must use the CampusLabs Event Check-In App.

Each 1:1 will have a Event Session Code



STEP 3.1: PATH TIMELINE


FIRST 2 WEEKS

Conduct a 1:1 meeting to discuss Path Completion Timeline.

This meeting is an opportunity to establish expectations alongside discuss experiential skill development.

Use the Path Timeline template to guide your discussion.

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

To give students credit for completing this Path item, you must use the CampusLabs Event Check-In App.

Event Session Code: 2Y38BR7

PATH FOR CAREER READY COMPETENCIES

PATH COMPLETION TIMELINE

STUDENT NAME:

START DATE:

PROJECTED FINISH DATE:

GETTING STARTED

You are now enrolled in the Path to Career Ready Competencies. The first Path items are "Getting Started" including an Orientation Video, Questionnaire, Skill Development Survey, and this 1:1 meeting.

Deadline for Completion:

MONTHS 1 -3

During this time, you should be working on your Practical Leadership & Management skills alongside developing your Civic Identity & Commitment to Service. The conclusion of this module requires a reflection.

Deadline for Completion:

MONTHS 4 -6

The third module of the Path includes a Mid-Year Check In with your advisor/supervisor as well as development of Critical Thinking & Problem Solving Skills and Technology competence.

Deadline for Completion:

Date/Time for Check-In:

MONTHS 7-9

This is the last developmental module within the Path. This module focuses on Cultural Humility & Global Fluency as well as Professionalism. The conclusion of this Path requires a self-reflection.

Deadline for Completion:

FINAL STEPS

You have made it to the end of the Path for Career Ready Competencies and your Student Affairs employment/leadership experience! This last Path item allows you to provide feedback on the Path and take an End-of-Experience Survey.

Deadline for Completion:

Reminder

During this meeting, your supervisor/advisor should scan your Engage Event Pass in order to provide Path completion credit.

STEP 3.2: MID-YEAR CHECK IN



MONTHS 4-6

Conduct a 1:1 meeting to evaluate progress.

As a part of individualized advising that happens through the year, each student employee and/or leader will meet one-on-one with their supervisor/advisor for a mid-year review. During this meeting, you will have an opportunity to discuss path completion, overall experience satisfaction, as well as provide feedback.

[Click here to access the Mid-Year Review template](#)

To give students credit for completing this Path item, you must use the CampusLabs Event Check-In App.

Event Session Code: 2443YPB

Path Completion Report

Require your student to login to Engage during the Mid-Year Check In and pull up their Path. This will allow you an outlet to assess the progress.

STEP 4: ENSURE COMPLETION



The final phase of the Path includes a Student Affairs End-of-Experience Survey to assess the student's growth. Additionally, they will have an opportunity to provide Path feedback.

This requires no action on your part.

However, we need your support in ensuring that each student completes the Path process.

Suggestions for Ensuring Completion:

1. Meet 1:1 with your student at the end of their experience, and ask them to pull up their Engage Path Progress report.
2. Ask each student to email you their Path Progress Report. Follow up with them if they have failed to finish the "Final Steps" domain.



Path to Leadership

The University of Alabama at Birmingham's Division of Student Affairs provides students with access to online, guiding Paths. These Paths are designed for students interested in building their capacity to lead through experiential learning. The Path enables students to formally record their investment in particular Path domain such as leadership or inclusion.

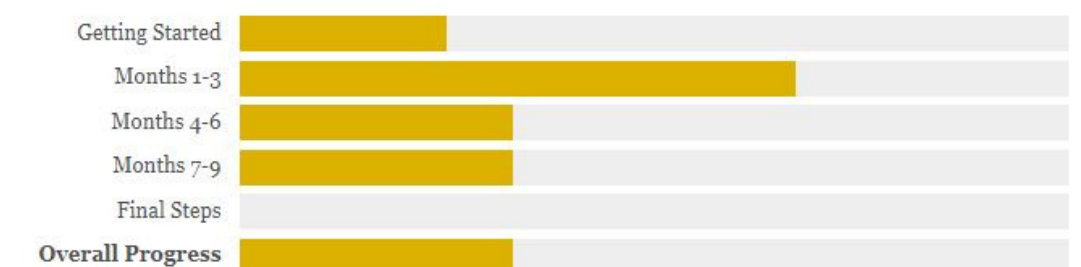
Name: Lauren Hobbs

Username: ldhobbs

Date: May 14, 2019

Path Progress Report Chart

Participants are required to complete a variety of recommended experiences and have an opportunity to pick from optional experiences to assist in fulfilling the Path requirements.



Path for Career Ready Competencies


Getting Started

Orientation Video


Items Completed
Completed on 5/14/2019

Self Reflections
Technology


Engage Page for Documentation & Forms



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Student Affairs: Career Ready Competencies


 Member Since May 2019

The UAB Division of Student Affairs is committed to the professional development of our student staff and leaders. In keeping with the [National Association of Colleges and Employers Career Readiness Competencies](#), we have identified a list of skills that we feel serve as the foundation for an overall culture of learning while working. We are intentional about creating jobs, internships and leadership opportunities where students can acquire skills that will translate into a future career. Students who work and lead in our offices and departments will participate in self-assessment as well as receive regular feedback as we track their growth and learning.


We hope that after working in Student Affairs, students will be equipped with the following skills:

- Practical leadership & management
- Social leadership & responsible citizenship
- Critical thinking & problem solving
- Technology
- Cultural humility & global fluency
- Professionalism

Students looking for an on-campus student employment experience can search for available opportunities on [HireABlazer](#). Students looking for an organizational leadership role can participate in [Student Leader Selection](#).



Student View of Path

☐  Getting Started

Completed 0 of 4

Welcome to the Path for Career Ready Competencies! We're excited that you are now apart of the UAB Division of Student Affairs. In order to advance your career readiness skill development and proceed to the next phase of this Path, we ask that you complete the required *Getting Started* items.

Completion Requirements: 4 core items must be completed

☐ Orientation Video

REQUIRED

☐ Getting Started Questionnaire

REQUIRED

☐ Skill Development Survey

REQUIRED

☐ Supervisor/Advisor 1:1

REQUIRED

☐ Months 1-3

Completed 0 of 3

VIEW DOMAIN DESCRIPTION

Completion Requirements: 3 core items must be completed

☐ Practical Leadership & Management

REQUIRED

In order to complete this Group, you must complete at least 1 of the following items:

☐ Video: Genuine Empathic Connection

☐ Video: Blame

☐ Video: Intensity vs. Consistency

☐ Attend a Practical Leadership Event

☐ Civic Identity & Commitment to Service

REQUIRED

In order to complete this Group, you must complete at least 1 of the following items:

☐ BlazerPulse

☐ Video: Activism

☐ Attend Civic Identity & Commitment to Service Event

☐ Competency Development Reflection

REQUIRED

☐ Months 4-6

Completed 0 of 3

You are mid-way through your employment and/or leadership journey, but there are still many skills to further develop. This module contains opportunities to interact with your