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

1. **Assessment or 1:1 Meeting**
   - Supervisor/Advisor 1:1 Meeting
   - Skill Development Survey
   - Civic Identity Skills
   - Orientation Video

2. **Development Opportunities**
   - Practical Leadership Skills
   - Civic Identity Skills
   - Competency Development Reflection
   - Supervisor/Advisor Mid-Year Check In
   - Critical Thinking Skills
   - Technology Competence

3. **Self-Reflection**
   - Cultural Humility Skills
   - Professionalism
   - End-of-Experience Survey
   - Path Feedback Survey
   - Competency Development Reflection
**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

Compete 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

Each position description should include:

- JOB DESCRIPTION
- POSITION SUMMARY
- RESPONSIBILITIES
- ACQUIRED SKILLS
- JOB REQUIREMENTS
- QUALIFICATIONS
- REQUIRED SKILLS

All descriptions are reviewed and then stored on the Student Affairs: Career Competencies Engage page.
STEP 2: PATH ENROLLMENT

Compete 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**
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
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
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.
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.
Engage Page for Documentation & Forms

Student Affairs: Career Ready Competencies

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

Welcome to the Path for Career Ready Competencies! We’re excited that you are now part 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
- Getting Started Questionnaire
- Skill Development Survey
- Supervisor/Advisor 1:1

Months 1-5

Completion Requirements: 3 core items must be completed.

- Practical Leadership & Management
- Critical Identity & Commitment to Service
- Competency Development Reflection

Months 4-6

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