Our Commitment

SED
Student Employee Development
Presenters

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We will:

◦ Talk about establishing expectations
◦ Cover NACE’s career readiness definition & key employability competencies
◦ Share best practices

The National Association of Colleges and Employers (NACE)
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 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
- Global/Intercultural Fluency

The National Association of Colleges and Employers (NACE) 8 core competencies that form career readiness
Critical Thinking/Problem Solving: The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
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
  – Reflective Pieces

What do YOU do?
Oral/Written Communications

- Writing Samples
- Reports
- Research
- Presentations
- Public Speaking

- Marketing campaigns
- Social Media
- Study Abroad
- Toastmasters

**Oral/Written Communications:** The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
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?
• Do they know how to ask questions?

What do YOU do?
Teamwork/Collaboration

- Group projects
- Club Activities/Student Organizations
- Intramural sports
- Extracurricular activities

Teamwork/Collaboration: The individual is able to work within a team structure, and can negotiate and manage conflict.
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: The individual demonstrates effective adaptability to new and emerging technologies.
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?

Empowering the world to design.
Leadership

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

**Leadership:** The individual is able to assess and manage emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
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

**Professionalism/Work Ethic:** The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from mistakes.

Being on time, behaving responsibly, taking the initiative, being reliable and self-starter.
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)
- Vault: Career Intelligence
- Define career paths and recognize opportunities
- Professional introduction (elevator speech)
- Presenting your brand and story

Career “Path” Management: The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
Career (Path) Management

Best Practices

• Do you know their future goals?
• Mining Majors
• Pathways to ExCEL
• Consider Dinner Etiquette (spring semester)
• Have you reviewed their résumé?

What do YOU do?
Global/Intercultural Fluency

• Do you value diverse cultures, races, ages, genders, sexual orientations, and religions?

• Do you demonstrate openness, inclusiveness, sensitivity and the ability to interact respectfully with all people.

**Global/Intercultural Fluency:** The individual demonstrates, openness, inclusiveness, sensitivity, and the ability interact respectfully with all people and understand individuals’ differences.
Global/Intercultural Fluency
Best Practices

- Peace Corps at UTEP
- Take a class in Religious Studies
- Participate in Inclusion & Advocacy events
- Consider Study Abroad or Study Away
- Internships abroad

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
  ◦ Global/Intercultural Fluency

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

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Peer Career Advisors

#utepintern