The Career Readiness Project

Brigham Young University
Internship Coordinator Sessions
January 2021

BYU
01 Career Readiness Project Background & Method
02 Career Readiness Student Report & Aggregate Data
03 Prepare for Evaluations
04 Begin Evaluation Process
05 Contact Information
Shift from “What You Know” to “How You Act”

Hard or Digital Skills
Skills learned to perform a specific job function, constantly being obsoleted, and replaced with Artificial Intelligence

Soft or Human Skills
Skills that are less tangible, difficult to build, take extreme effort to obtain, and determine how we interact

What They’re Hired for...

why They’re Let Go...

Fluid & Highly Personalized
THE BEST PREDICTOR OF FUTURE PERFORMANCE IS…

#PastPerformance

Observed by Others
How Career Ready Are Your Students?

Take the First Step:
Understand Where Students are Falling Short—Then Devise Means to Address Those Deficits
Supervisors and coworkers rate students on a 1-7 Likert scale.

Measure the extent a student engaged in work-related behaviors.

Students also rate themselves.

Rate 28 – 30 Behavioral Items

Hi Scott,

ABC University is conducting an evaluation of Tyler’s work-related behaviors based on the observations of supervisors and coworkers in order to provide insight on the level of career readiness demonstrated during this recent work experience.

You have been identified as an evaluator and are being asked to share feedback in the form of an online evaluation survey which takes about 10 minutes to complete.

The process is quick and easy. Please click or press this button below to begin.

Tyler Student

Tyler’s Co-op Evaluation Request

Request for Evaluation

Tyler Student notes you consent to a txt msg to provide Evaluator feedback.

Text Y to continue or N stop.

To provide Evaluator feedback for Tyler Student, please click this link: [http://L](http://L)
Evaluators comment on Top 3 Ways:

1. Improve work performance
2. Work-related strengths

Add custom questions (e.g., multiple-choice, open-ended, scale, etc.)
Method for Evaluator Feedback

Monitor Evaluation Progress

- Upload and initiate invitations
- Track student and evaluator progress
- Automated email reminders and texting
- View students’ Reports

Business days
Median time for evaluators to respond to the survey request
Student Career Readiness Report & Aggregate Reporting
Show Evaluator and self-ratings for behaviors and NACE competencies.

Open-ended responses with top areas of improvement and work-related strengths.

Click to view a “BYU Student” Career Readiness Report.

360 Feedback from supervisors and coworkers following a work-related experience.

Discover how ‘career ready’ students are compared to other students nationally.

Career Readiness Report for Each Student

How Do I compare section to help identify gaps in proficiency compared to other students nationally.
NEW CLUSTER

Ability to Work Remotely

A New Cluster of 8 Critical Behaviors

Identified by SkillSurvey’s I/O Psychologists and added to surveys to gain insights into how well candidates demonstrate behaviors essential for and predictive of success working remotely.
A Self-Service Data Experience

Example: data-informed nudging

**Click**
on the Emerging and Effective segments in the chart for Professionalism/Work Ethic

**Surface**
students with ratings that fell between 1 to 40th percentile compared to a national student sample

**Nudge**
students with invitations to upcoming workshops on Professionalism and helpful resources
Get Set Up & Prepare for Evaluations
Email us at careerreadiness@skillsurvey.com

To request a login, email careerreadiness@skillsurvey.com

To help SkillSurvey support you when your plans are set, please complete our form!

- BYU SkillSurvey Career Readiness Sign-Up
- Enter estimated launch and due dates
- Option: Upload department logo and background image to “brand” your students’ survey-completion experience
Participating In The Career Readiness Project

Less Than

02 Hours

Setup to Launch

Joining the Career Readiness Project requires minimal time and resources. From setup to launch, your team's total time commitment during the semester or term should be less than 2 hours.
Custom Questions

- Pose custom questions to evaluators and/or students
- Add Custom Questions **BEFORE** upload – they are locked in at time of upload
- How to Add/Edit Custom Questions
- SkillSurvey Suggested Custom Questions & Question Writing Tips
Get the word out – “SkillSurvey Coming Soon”

Before launch, announce the project to your students/interns and evaluators to encourage awareness and participation.

Dear Student,

This semester for the final assignment of your {Institution and experience type} we will be utilizing SkillSurvey. SkillSurvey allows you to compare the way you rate your work-related behaviors vs. how supervisors and co-workers rate you. To learn more about SkillSurvey Career Readiness click here.

On x date, you will receive a message in the email, please enter/double-click the email, please enter/double-click co-workers or other individuals as your Self-Assessment.

After your evaluators complete the SkillSurvey, the SkillSurvey will generate a report.

Hello Supervisor,

Thank you for supervising {Institution} students/interns during this challenging semester. This semester we will be utilizing SkillSurvey Career Readiness.

On x date, you will receive a message from SkillSurvey to get started. When you click the unique link in the email for a particular student, you will proceed to the survey which should take about 10 minutes to complete.

Thank you for taking the time to share this valuable feedback, which is made available as a Career Readiness Report shared with the student.

Sincerely,
To Add Others to Your Team

- **You'll need:**
  - Name
  - Email Address
  - Access to which division

- **How to Manage Logins**
Add Your Own Recommendation to the Student Report

- Sample Student Report
- How to Edit the Report Recommendation

**Recommendations**

*What can I do with my SkillSurvey Evaluation?*

- Enroll in a course should you need additional Career Readiness preparation
- Upload the report in your LinkedIn profile
- Showcase your competencies and strengths in your resume
- Take notes of “Evaluator Quotes” and highlight them in an interview
- Nurture relationships for future networking & job references
- Make improvements based on evaluator comments and strengthen your next internship, co-op or job!
Set Automated Reminders

- **Set Reminders**
Add unique branding to each Division/Department
Launch & Run Evaluations
Upload Students to Invite Students & Evaluators

- Adrienne will demonstrate how to produce your student list from iRAM (to better understand the upload template, How to Prepare the Student List for Upload)

- How to Upload Students to Start the Process
  - Option to review system messaging
Upload Students to Invite Students & Evaluators

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Navigate to the Skill Survey Template

1. From Coordinator drop down
   Select “IRAMS Reports”

2. Click “Skill Survey Template”
1. Enter the year term manually by entering the year and then semester or term code:
   • Winter semester = 1
   • Spring term and Spring-Summer semester = 3
   • Summer term = 4
   • Fall semester = 5
   (For example, Winter 2021 semester = 20211. Or, click in the magnifying glass icon to select the year term from a menu.)

2. Enter the ‘Internship Course and Number’ manually, or select the department/course from a list of internship classes by clicking the magnifying glass icon.

3. Enter the section number manually in the ‘Section Number’ text field. For example, for section 01, you will enter ‘001’

Internship Coordinators may generate separate reports according to the type of ‘Internship Performance’ of on-site, blended, or remote internships. Selection of the varied types is available by clicking the down arrow button. This filter option is available if internship coordinators want to ask unique custom questions according to the internship performance type. If internship coordinators prefer to run a report without regard to the internship participation type, leave this field blank.
1. To download this information into the Skill Survey template, click the ‘Excel Spreadsheet’ hyper link.

2. Click on the downloaded file to open.

3. Delete the Top Row

3. Center the header titles and each column (rather than leaving the information left justified.)

In order for the Skill Survey system to accept the populated template, the following spreadsheet adjustments need to be made.
Leverage your data – tag cohorts & students

Filter in Analytics

Career Readiness Level vs. Representative Student Sample

- Emerging
  - 19 Students (18.8%)
- Effective
  - 12 Students (11.8%)
- Proficient
  - 7 Students (6.5%)
- Accomplished
  - 19 Students (18.8%)
- Advanced
  - 12 Students (11.8%)

Number and Percent in Each Career Readiness Level

Position Analysis
- Position
- Position ID

Percent of Students in Each Career Readiness Level by Competency

- Professional/Work Ethic
- Critical Thinking/Problem Solving
- Career Management
- Leadership
- Collaboration/Teamwork

SkillSurvey

Create Student

- Student ID
- First Name
- Last Name
- Email Address
- Position Applying for
- Position ID

Add a Student
Can I enter students one-at-a-time instead of uploading?

Yes! If you don’t have a list, or you have one more student to add after your upload, you can always add students one-at-a-time.

- How to Add a Student
Track Completion - Dashboard and Analytics Reports

**Activity Dashboard - Students**

- **Self Assessment Status**
  - Submitted
  - Not Submitted

- **Number of Students By Status**
  - Waiting for Evaluator: 4
  - Waiting to Finalize: 3
  - Waiting to File: 25
  - File: 55
  - Canceled/Explained: 7

**Number of Students with Report Available**

- **Report Status**
  - Available
  - Not Available

**Monitor Self-Assessment completion**

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**Student Activity**

- **Division**: Fine Arts & Communications, Fine Arts & Communications
- **Last Name**: Race, Sophie
- **First Name**: Race, Sophie
- **Student Email Address**: Available
- **Student Status**: Filled, Filled
- **Numeric Rating**: 57, 47
- **Career Readiness**: Participate, Participate
- **Career Readiness Report Link**: Available
- **Student Distraction Link**: Available

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- **Number of Students Entered**: 75
What if I enter an incorrect evaluator for a student?

Students can cancel an incorrect evaluator and add a new one.
Send Reminders

Automated Reminders
- Sent to students & evaluators
- Adjust reminders

Manually send reminders to:
- Students to enter evaluators
- Evaluators to submit survey
- Student to submit self-assessment
Run and Share Reports

How to Run Reports & Share with Students

- **Generate/Finalize Career Readiness Reports**
- **Share Career Readiness Reports with**
  1. Student
  2. Report Recipient
  3. Student and Report Recipient
We look forward to working with you!

Email us anytime at

CareerReadiness@skillsurvey.com

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