SKILLSURVEY

NACE CENTER
FOR **CAREER** DEVELOPMENT AND **TALENT** ACQUISITION ®

The Career Readiness Project

Brigham Young University
Internship Coordinator Sessions
January 2021

BYU

SKILLSURVEY
Best competency-based education solution

EDTECH BREAKTHROUGH AWARD 2019

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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

Easily Measured
What They're
Hired for...

Fluid & Highly Personalized
Why They're
Let Go...

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3

THE BEST PREDICTOR OF

FUTURE PERFORMANCE IS…

#PastPerformance

Observed by Others
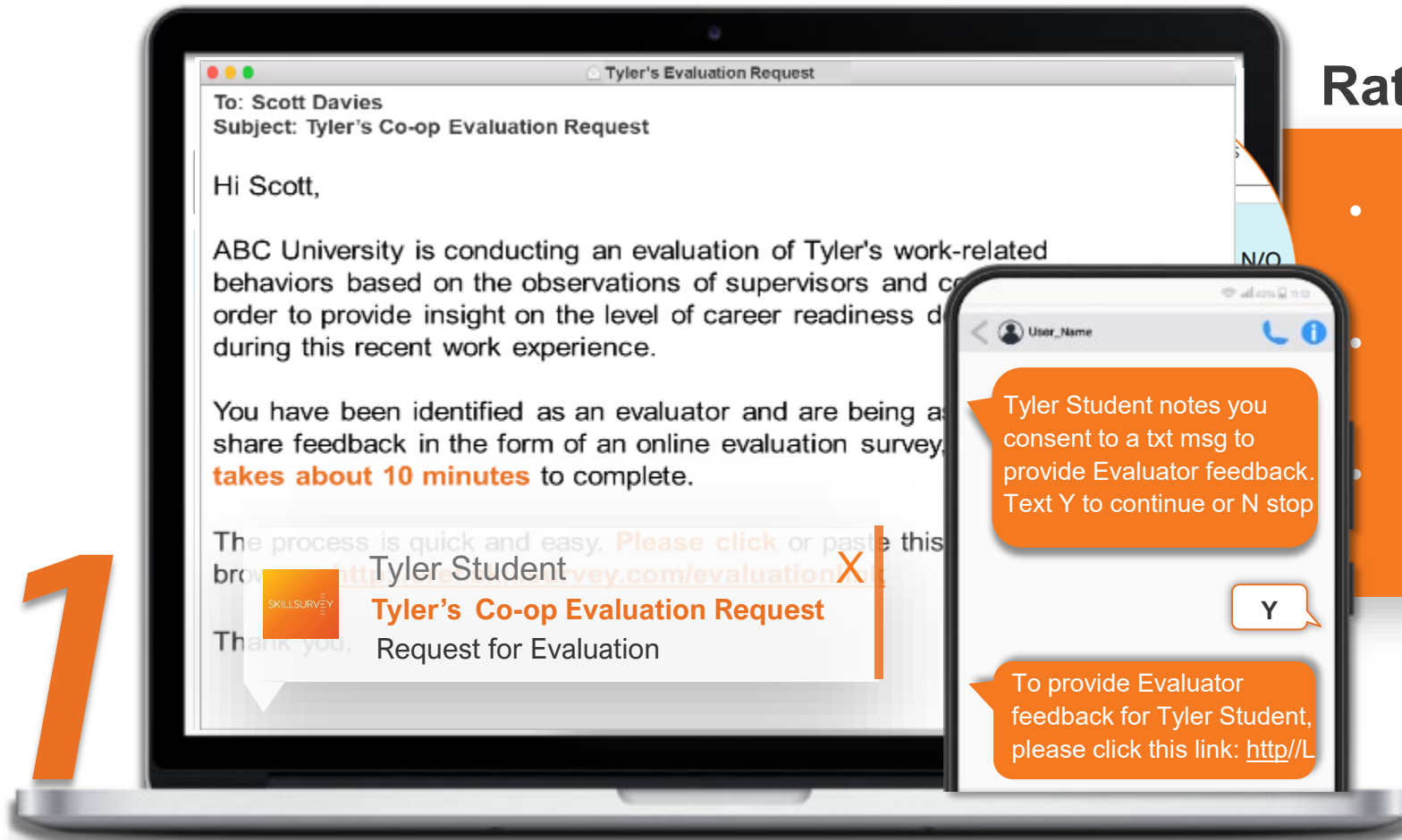
How Career Ready Are Your Students?

Take the First Step:

Understand Where Students are Falling Short—Then Devise Means to Address Those Deficits
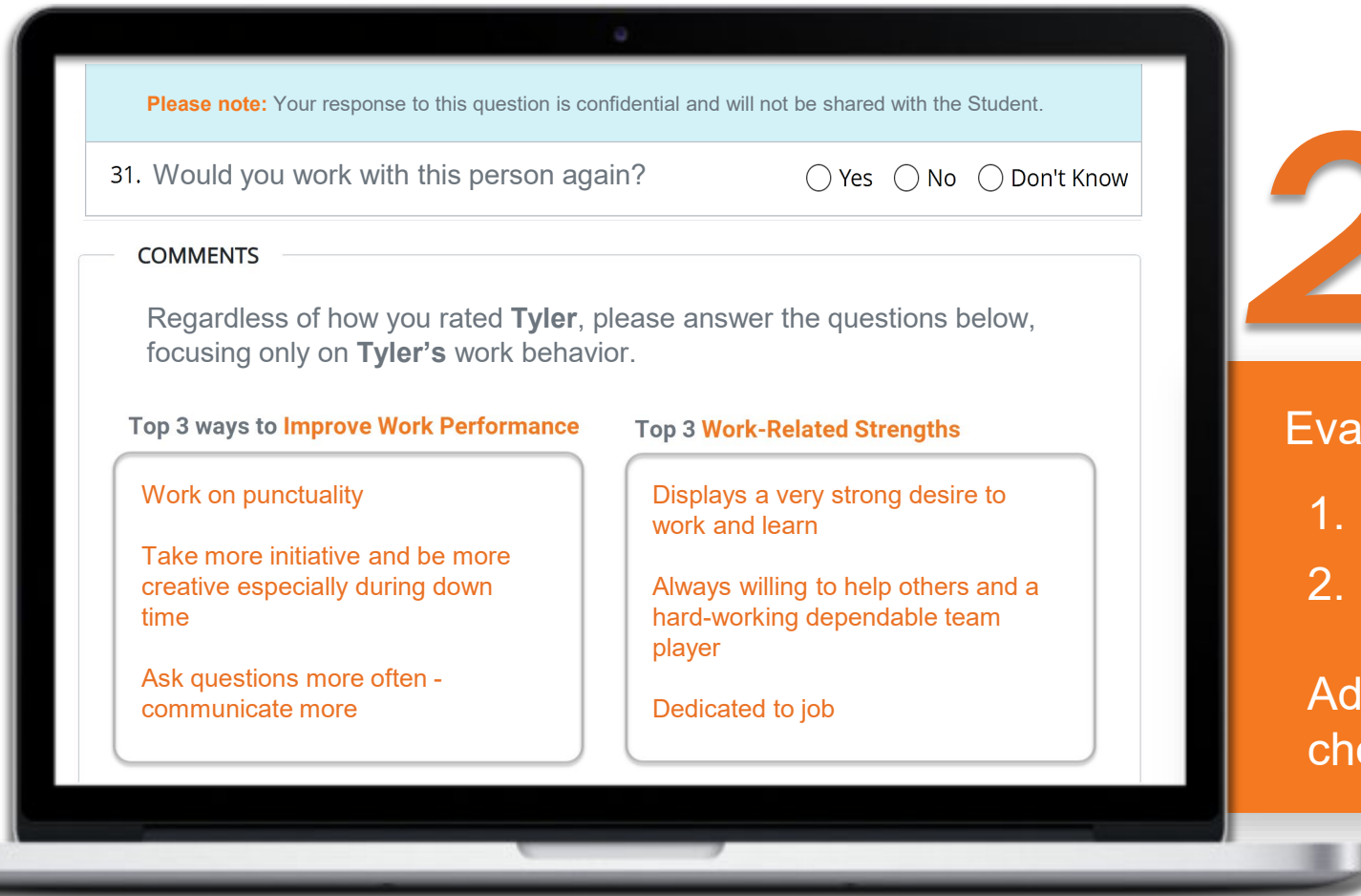
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Method for Evaluator Feedback

Rate 28 – 30 Behavioral Items

- 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

Method for Evaluator Feedback

Please note: Your response to this question is confidential and will not be shared with the Student.

31. Would you work with this person again?   ○ Yes   ○ No   ○ Don't Know

COMMENTS

Regardless of how you rated **Tyler**, please answer the questions below, focusing only on **Tyler's** work behavior.

Top 3 ways to Improve Work Performance

Work on punctuality

Take more initiative and be more creative especially during down time

Ask questions more often - communicate more

Top 3 Work-Related Strengths

Displays a very strong desire to work and learn

Always willing to help others and a hard-working dependable team player

Dedicated to job

2 Open-ended Questions

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

1.19
Business days
Median time for evaluators to respond to the survey request

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Student Career
Readiness Report
& Aggregate Reporting

Career Readiness Report for Each Student

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

Show Evaluator and self-ratings for behaviors and NACE competencies

Click to view a "BYU Student" Career Readiness Report

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

Discover I insights section to help identify gaps in proficiency as compared to other students nationally
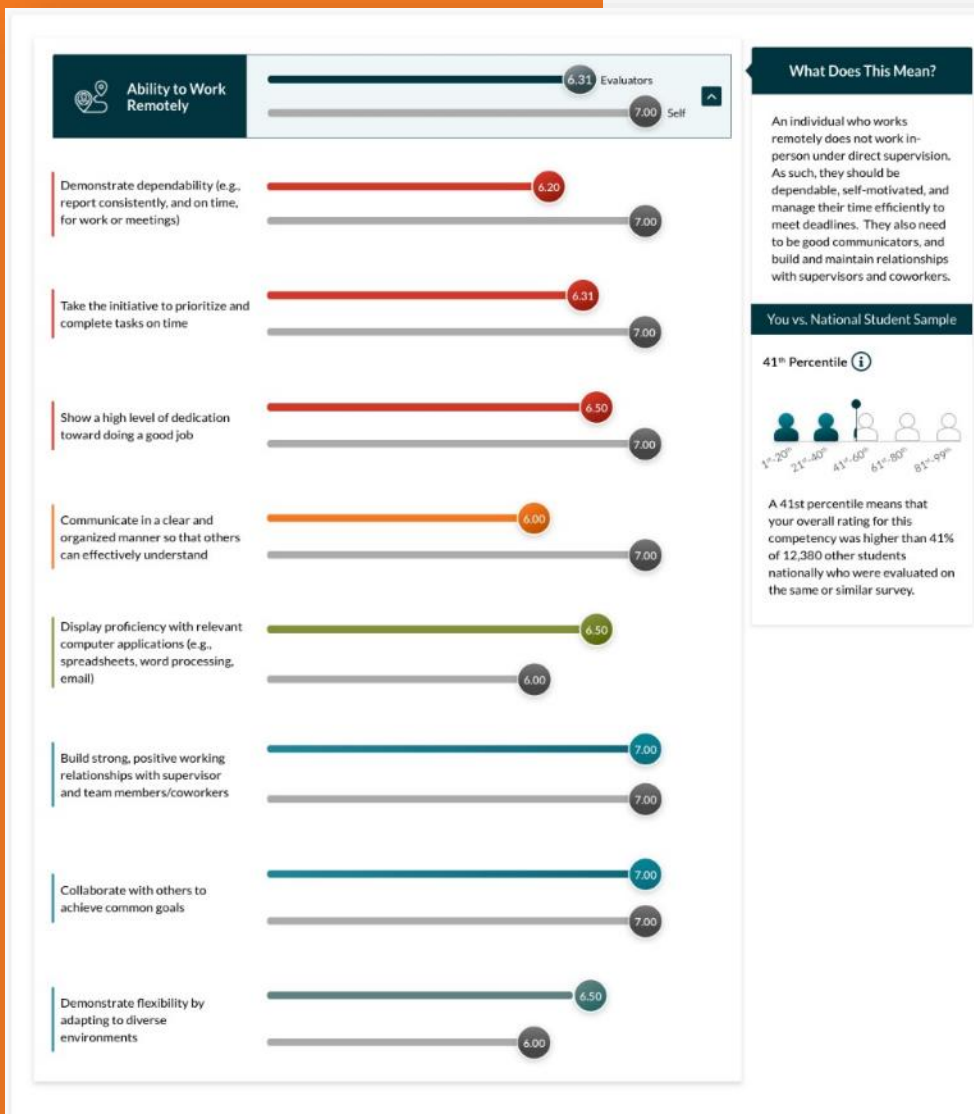
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Ability to Work Remotely

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
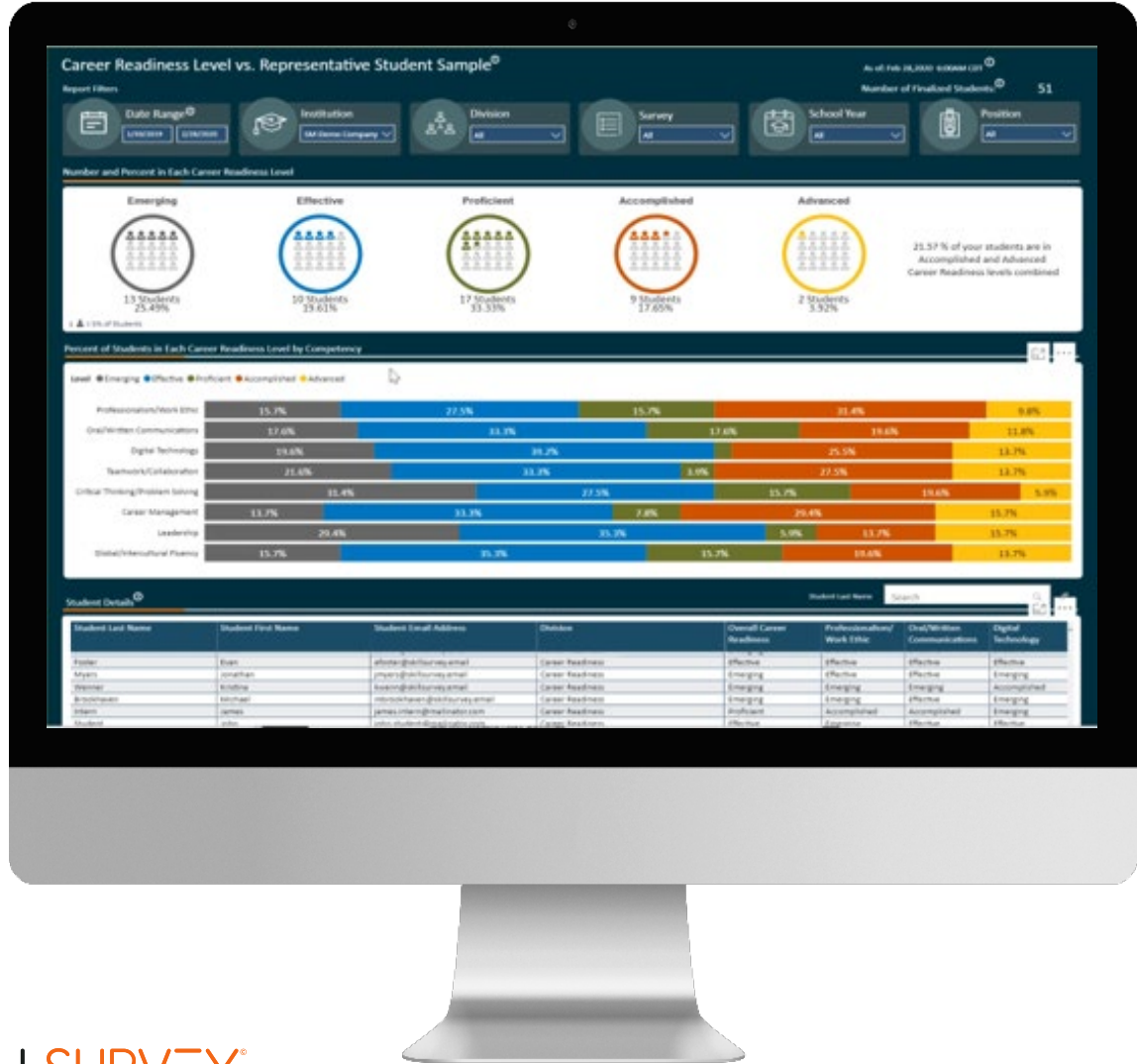
Example: data-informed nudging

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

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Get Set Up & Prepare for Evaluations
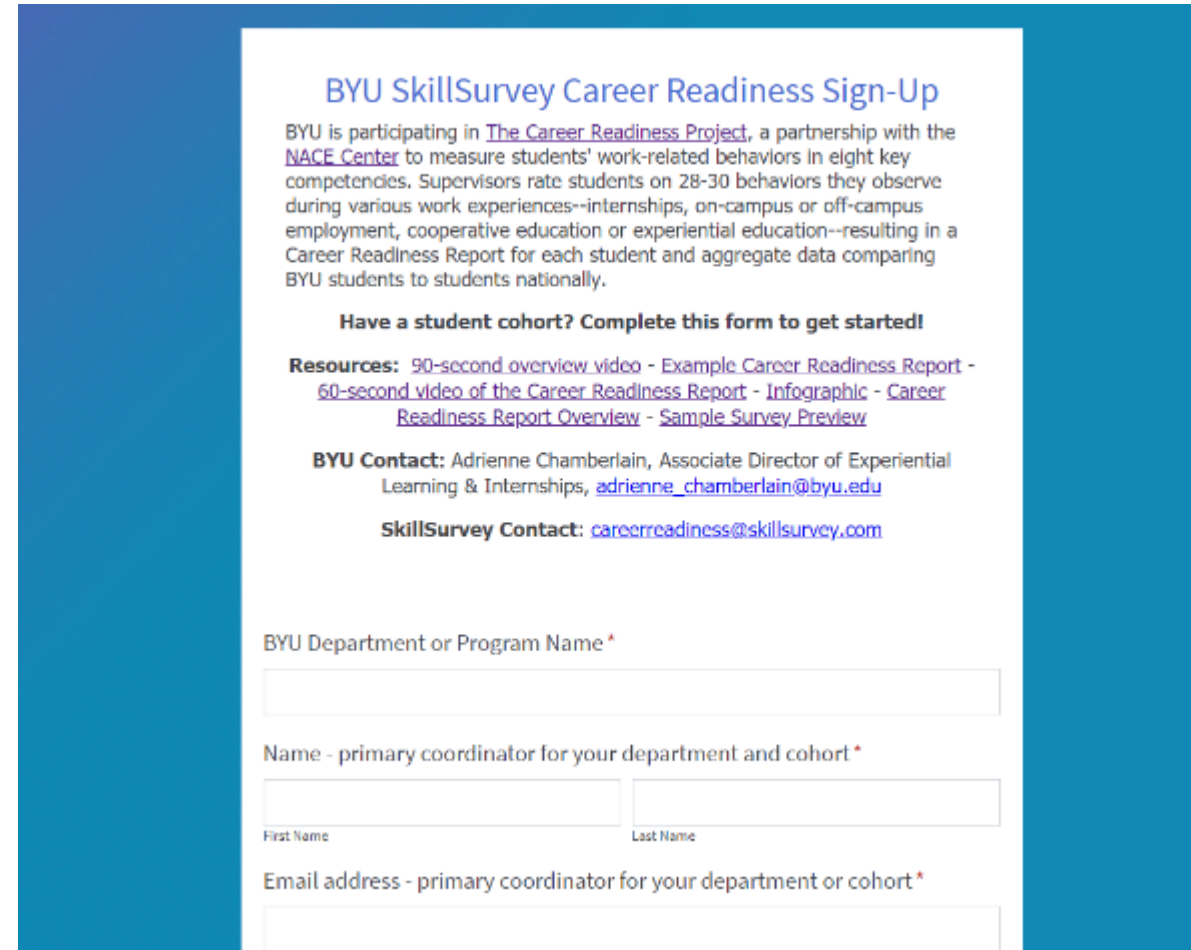
Email us at careerreadiness@skillsurvey.com

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

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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.

Kickoff Call & Prep Checklist

Add Custom Qs & Branding

Upload & Send Evaluation Requests

Send Pre-Marketing

Monitor Progress & View Student Reports

45 min

15 min

10 min

10 min

10 min

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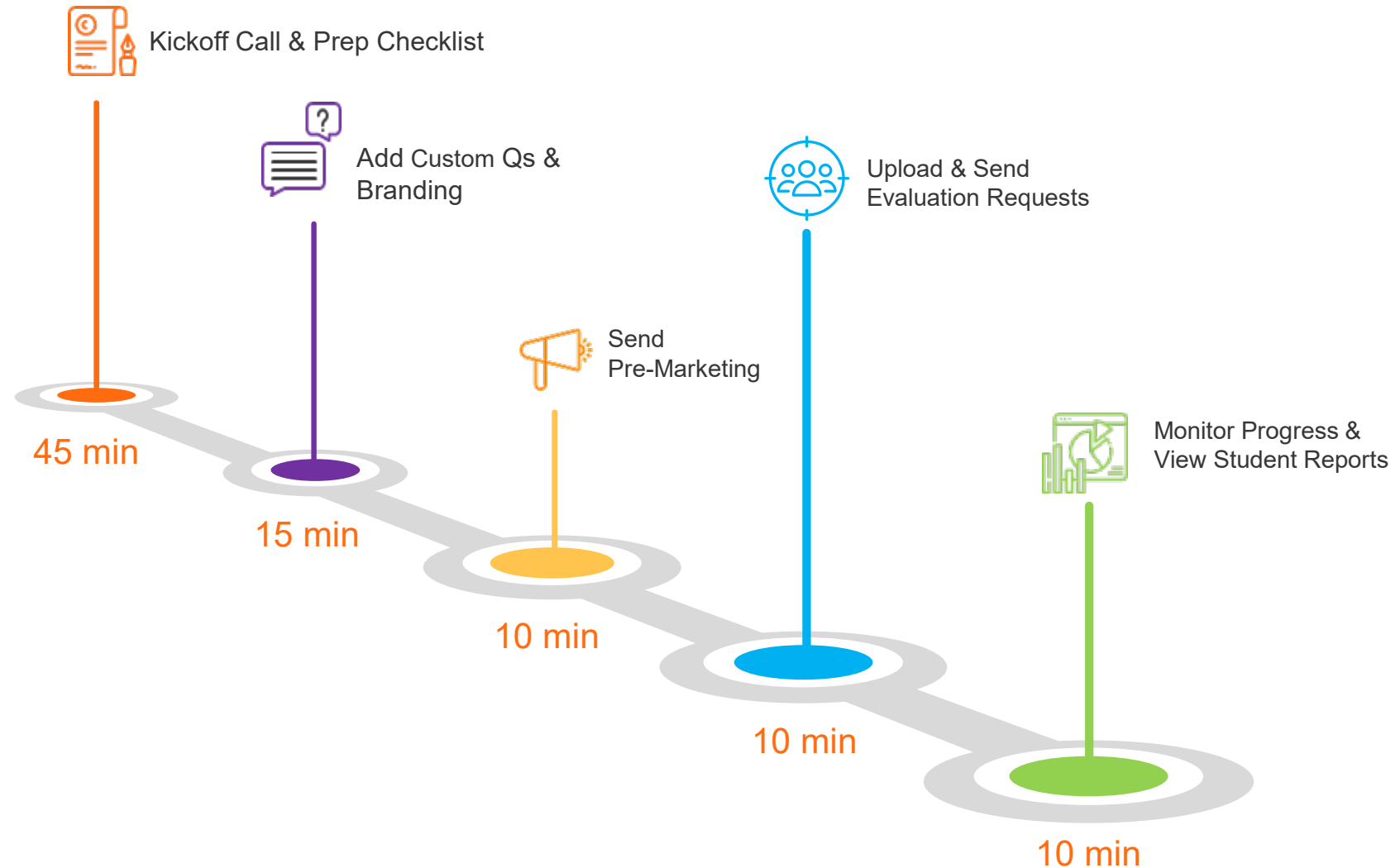
Custom Questions

❖ 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

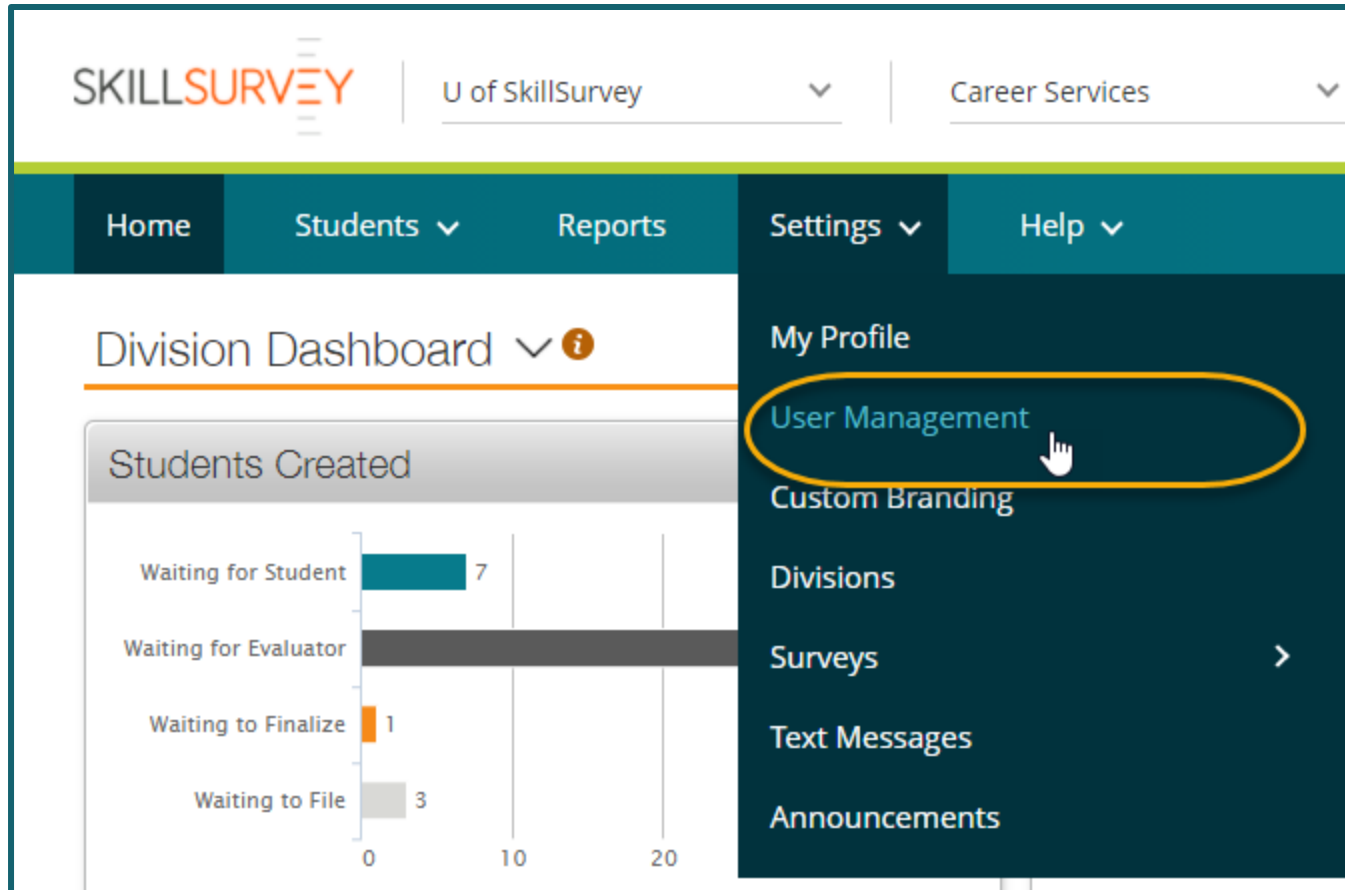# Get the word out – "SkillSurvey Coming Soon"

❖ 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 mess... the email, please {enter/double-ch co-workers or other individuals as your Self-Assessment.

After your evaluators complete the SkillSurvey will generate a report t

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 and 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!
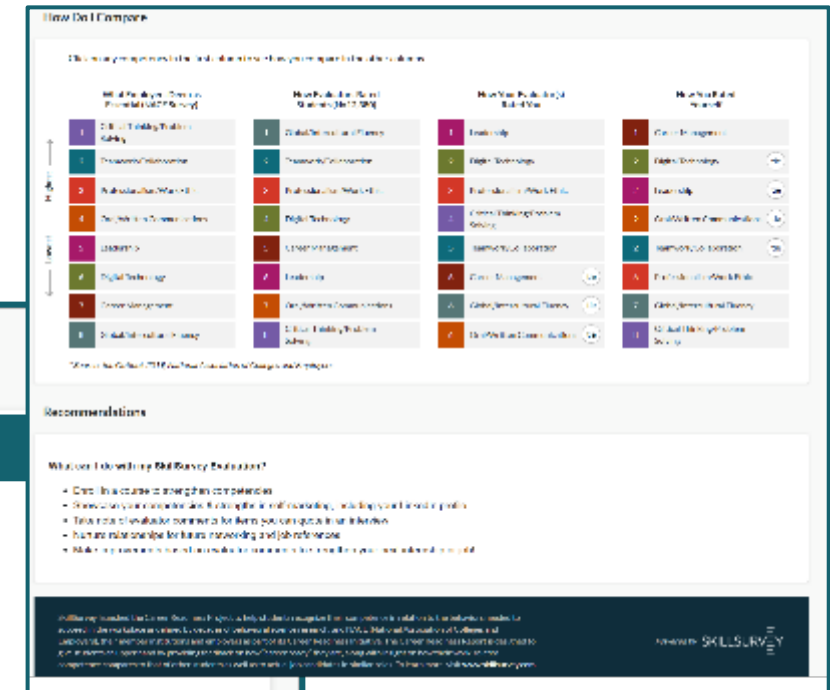
Set Automated Reminders

❖ Set Reminders

Add unique branding to each Division/Department

Launch
& Run Evaluations

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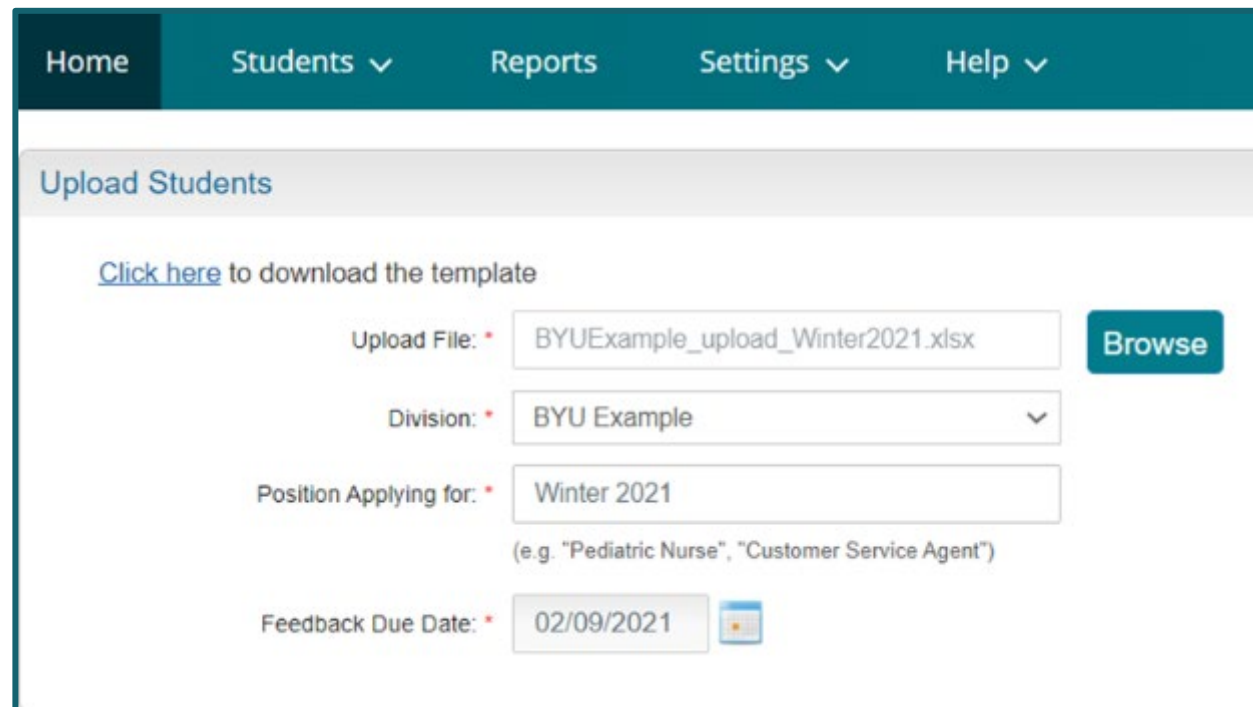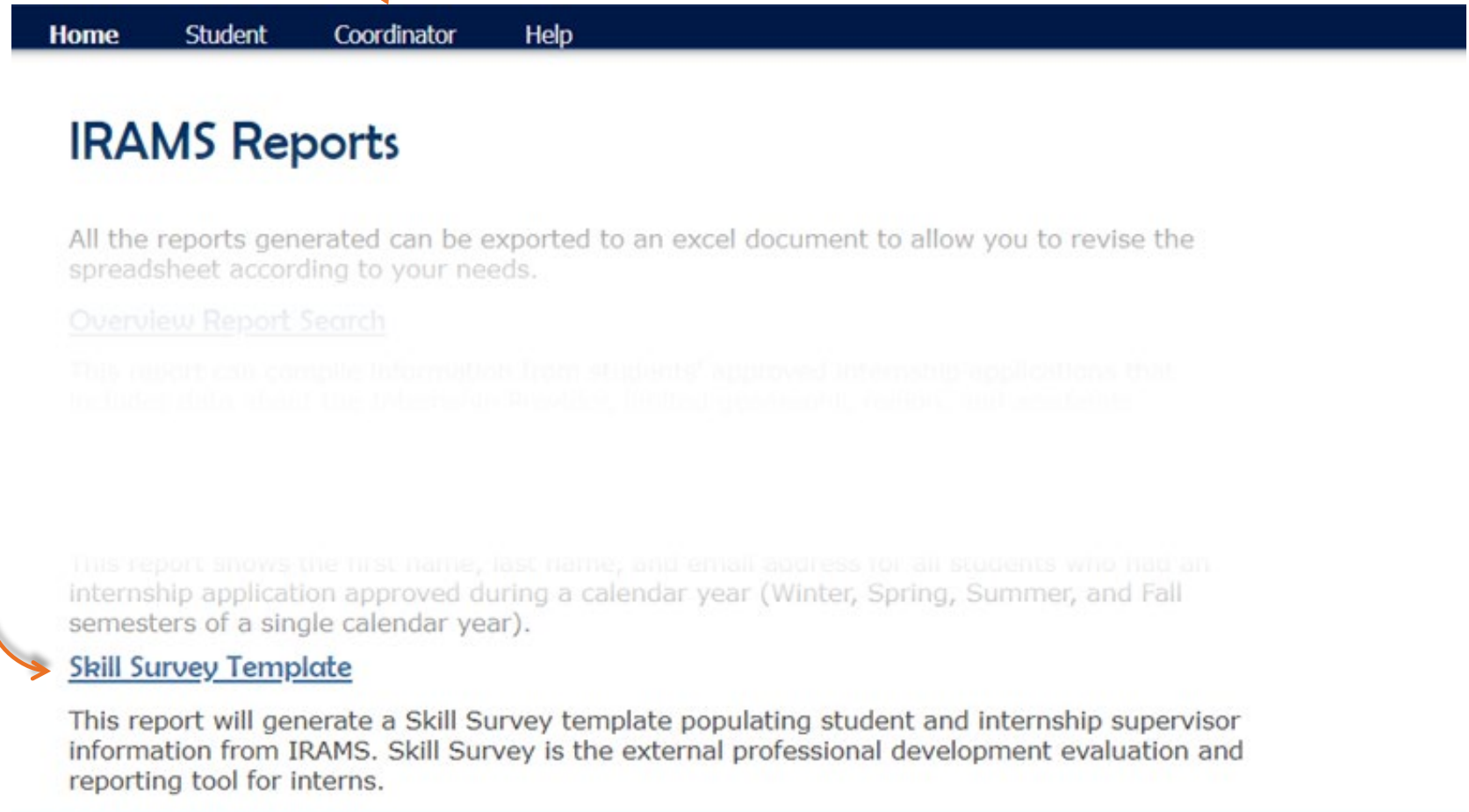
Upload Students to Invite Students & Evaluators

❖ **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

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(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

Navigate to the Skill Survey Template

1. From Coordinator drop down Select "IRAMS Reports"

Home   Student   Coordinator   Help

IRAMS Reports

All the reports generated can be exported to an excel document to allow you to revise the spreadsheet according to your needs.

Overview Report Search

This report can compile information from students' approved internship applications that includes data about the internship Provider, hosting community, sector, and position.

2. Click "Skill Survey Template"

This report shows the first name, last name, and email address for all students who had an internship application approved during a calendar year (Winter, Spring, Summer, and Fall semesters of a single calendar year).

Skill Survey Template

This report will generate a Skill Survey template populating student and internship supervisor information from IRAMS. Skill Survey is the external professional development evaluation and reporting tool for interns.

Enter Template Information

IRAMS_SKILLSURVEY_TEMPLATE - IRAMS - Skill Survey Template

Year-Term [ ]
Internship Course and Number [ ]
Section Number [ ]
Internship Performance [▾]
View Results

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'

EXAMPLE:

IRAMS_SKILLSURVEY_TEMPLATE - IRAMS - Skill Survey Template

Year-Term [20211]
Internship Course and Number [COMMS 399R]
Section Number [001]
Internship Performance [▾]
View Results
Download results in : Excel SpreadSheet   CSV Text File   XML File   (47 kb)

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.
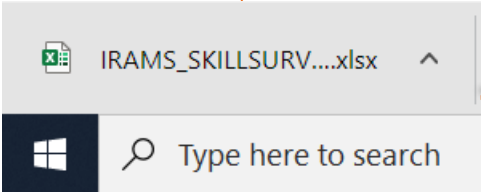
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Download and Adjust the Template

Row	Student ID	Student First Name	Student Last Name	Student Email Address	Mobile Phone Number	SMS Consent	Position ID	Evaluator First Name	Evaluator Last Name	Evaluator Email Address	Evaluator Company	Evaluator is Report Recipient	Repicient First Name	Repicient Last Name	Repicient Email Address
1	304967583	Marcus M	Olson	MarcusMOlson@gmail.com	5125828191	Yes	365D-003	Alva	Myers	AlvaEMyers@dayrep.com	Midwest TV & Appliance	No			
2	196847254	Beverly D	Bode	BeverlyDBode@gmail.com	5099776639	Yes	365D-004	Leonard	Minich	LeonardJMinich@einrot.com	White Hen Pantry	No			
3	702793867	Bonnie R	Justice	BonnieRJustice@gmail.com	3108405225	Yes	365D-005	Mattie	Johnson	MattieTJohnson@armyspy.com	Best Products	No			
4	396847368	Juan S	Santillan	JuanSSantillan@gmail.com	5865546154	Yes	365D-006	Connie	Roush	ConnieDRoush@rhyta.com	Incredible Universe	No			
5	573886744	Kayla M	Holm	KaylaMHolm@gmail.com	2546529266	Yes	365D-007	Fred	Vollmer	FredFVollmer@dayrep.com	CSK Auto	No			
6	339738462	Troy B	Norris	TroyBNorris@gmail.com	8433074820	Yes	365D-008	Lillian	Diaz	LillianGDiaz@teleworm.us	Audio Aid	No			
7	295794822	Lynda C	Pruitt	LyndaDPruitt@gmail.com	3605393149	Yes	365D-009	Bryan	Boyd	BryanCBoyd@gmail.com	Great Western	No			

In order for the Skill Survey system to accept the populated template, the following spreadsheet adjustments need to be made.

1. To download this information into the Skill Survey template, click the 'Excel Spreadsheet' hyper link.

Download results in : Excel SpreadSheet CSV Text File XML File (45 kb)
View All

3. Delete the Top Row

IRAMS - Skill Survey Template 38

IRAMS_SKILLSURV....xlsx

2. Click on the downloaded file to open

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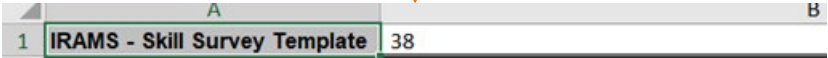
3. Center the header titles and each column (rather than leaving the information left justified.)

Student ID	Student First Name	Student Last Name	Student Email Address

Student ID	Student First Name	Student Last Name	Student Email Address

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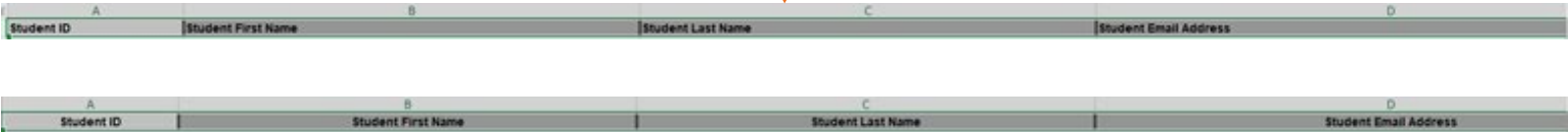
Leverage your data – tag cohorts & students
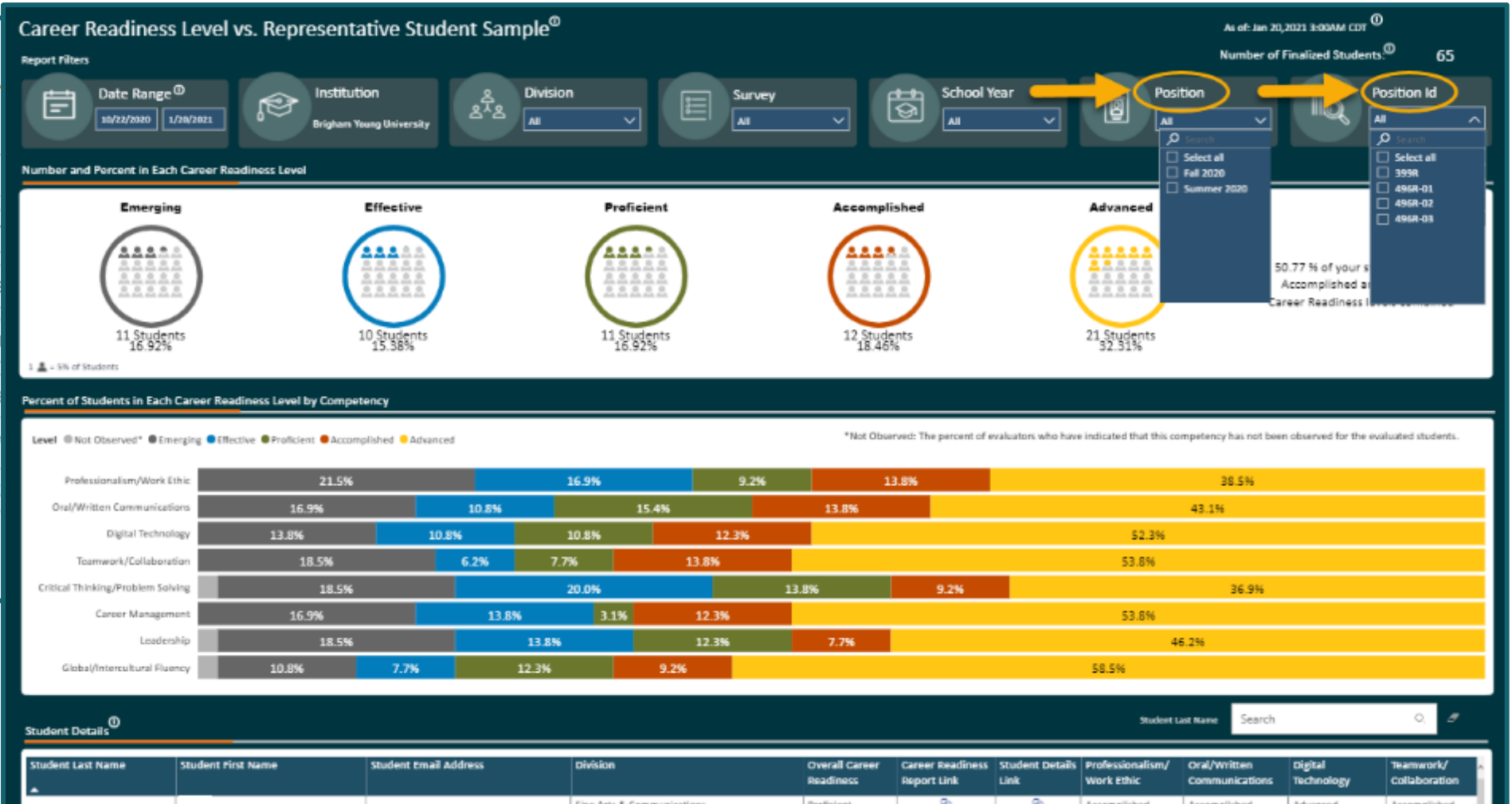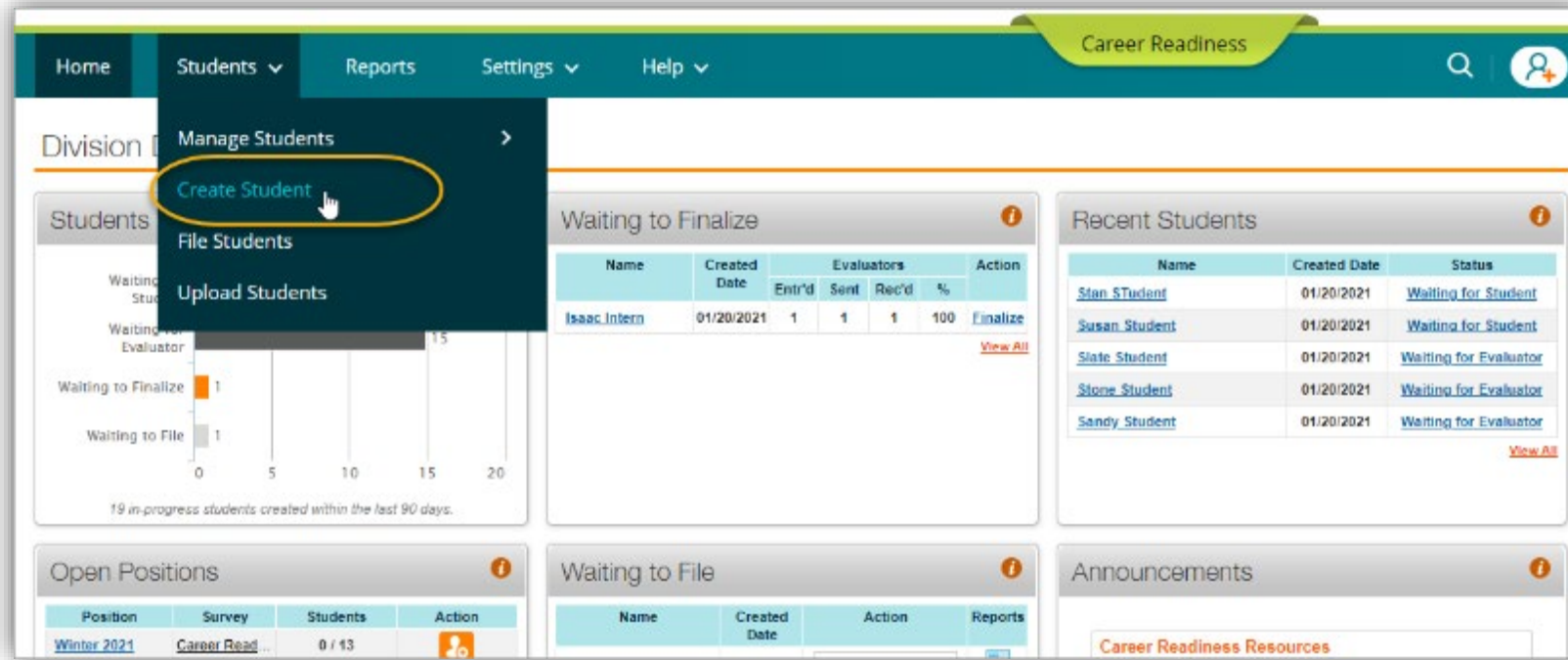
Can I enter students one-at-a-time instead of uploading?

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
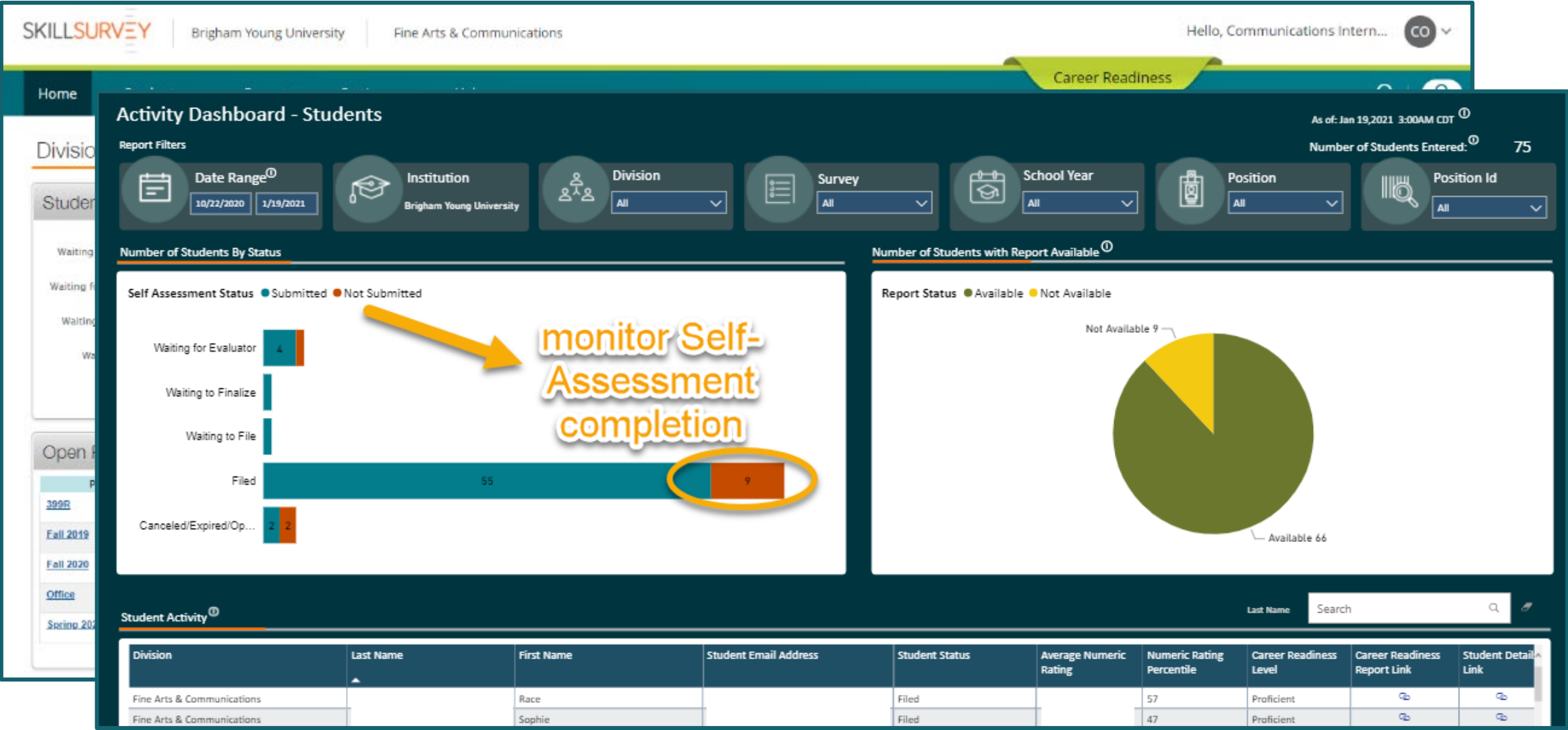
What if I enter an incorrect evaluator for a student?

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

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We look forward to working with you!

Email us anytime at

CareerReadiness@skillsurvey.com

Susan Mockenhaupt, Sr. Director, Career Readiness

Jacquelyn Gourley, Career Readiness Specialist

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