



The Career Readiness Project

Brigham Young University
Internship Coordinator Sessions
January 2021

BYU

SKILLSURVEY

Best
competency-
based
education
solution





- 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...



Fluid & Why They're
Let Go...



THE BEST PREDICTOR OF
FUTURE PERFORMANCE IS...

#PastPerformance

Observed by Others



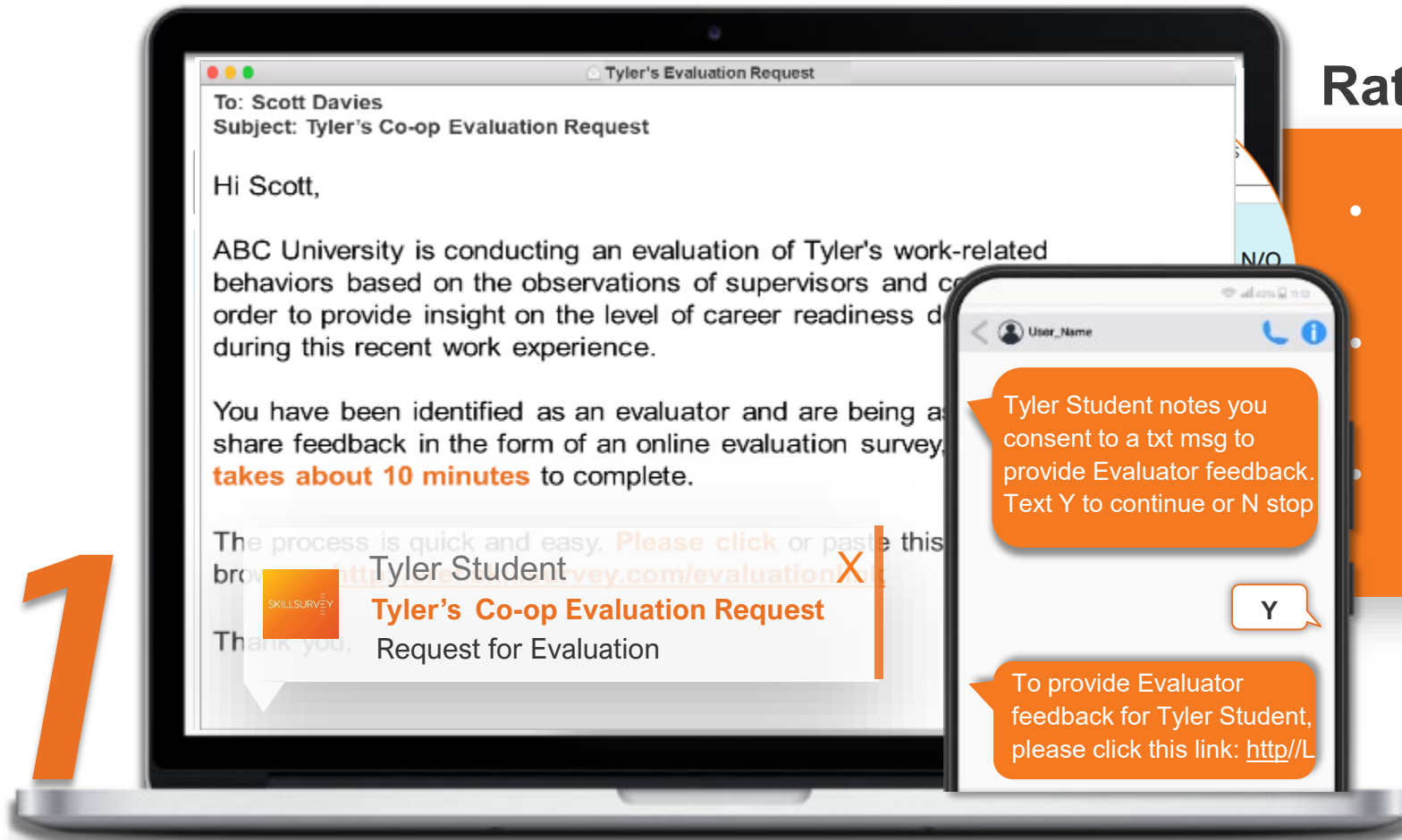
SKILLSURVEY™

How Career Ready Are Your Students?

Take the First Step:

Understand Where Students are Falling Short—Then
Devise Means to Address Those Deficits

Method for Evaluator Feedback

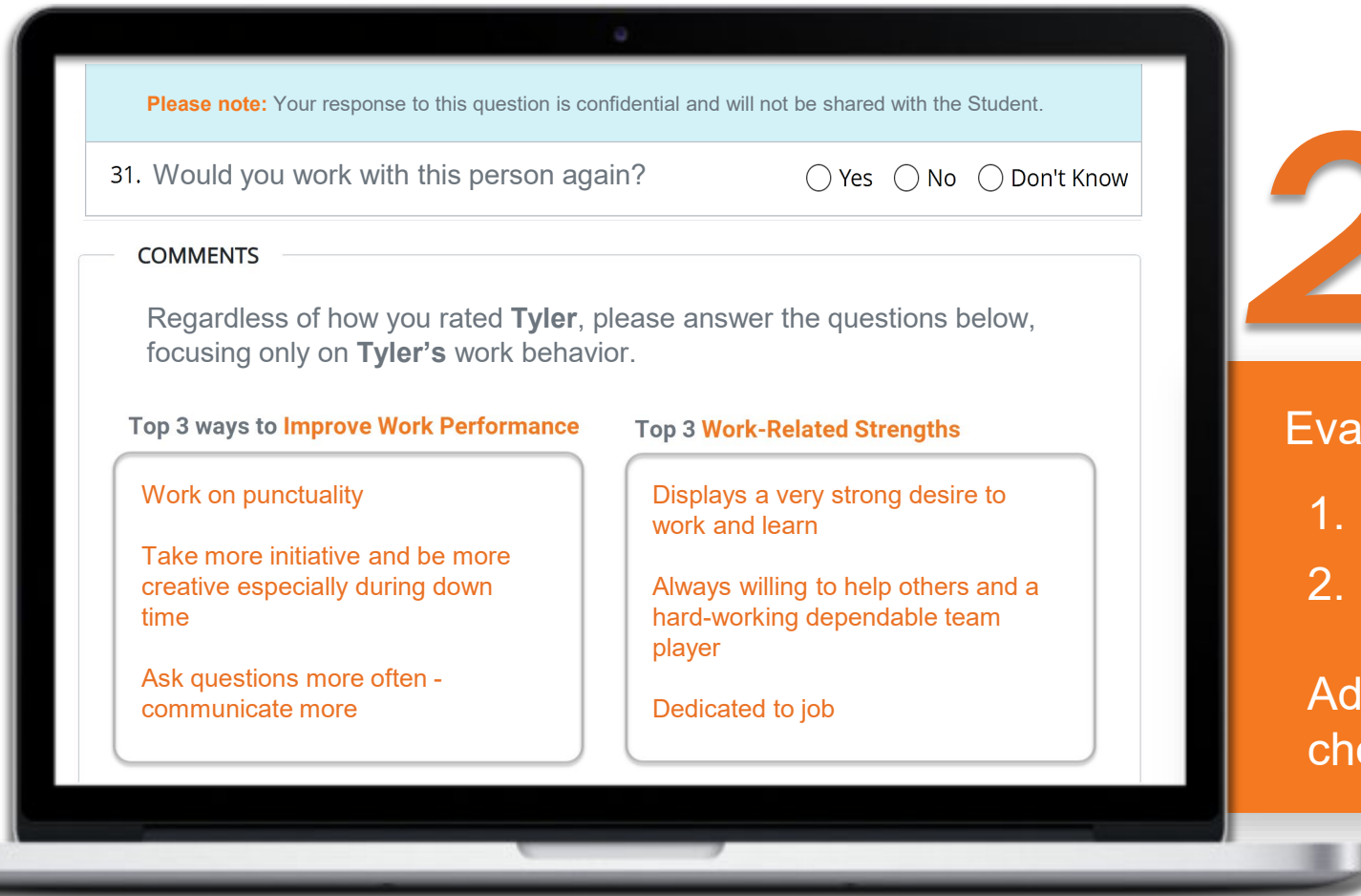


Rate 28 – 30 Behavioral Items

- 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



The screenshot shows a laptop screen displaying a survey form. At the top, a light blue banner contains the text: "Please note: Your response to this question is confidential and will not be shared with the Student." Below this, question 31 asks, "Would you work with this person again?" with radio button options for "Yes", "No", and "Don't Know". Underneath is a "COMMENTS" section with a prompt: "Regardless of how you rated Tyler, please answer the questions below, focusing only on Tyler's work behavior." This section is divided into two columns. The left column is titled "Top 3 ways to Improve Work Performance" and lists three items: "Work on punctuality", "Take more initiative and be more creative especially during down time", and "Ask questions more often - communicate more". The right column is titled "Top 3 Work-Related Strengths" and lists three items: "Displays a very strong desire to work and learn", "Always willing to help others and a hard-working dependable team player", and "Dedicated to job".

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



The background of the slide features a photograph of a young woman with long blonde hair and blue-rimmed glasses, smiling and looking to her left. She is wearing an orange sweater. Overlaid on the image are several large, semi-transparent orange rounded rectangles of varying sizes. A thin orange line curves across the bottom left of the slide.

SKILLSURVEY

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



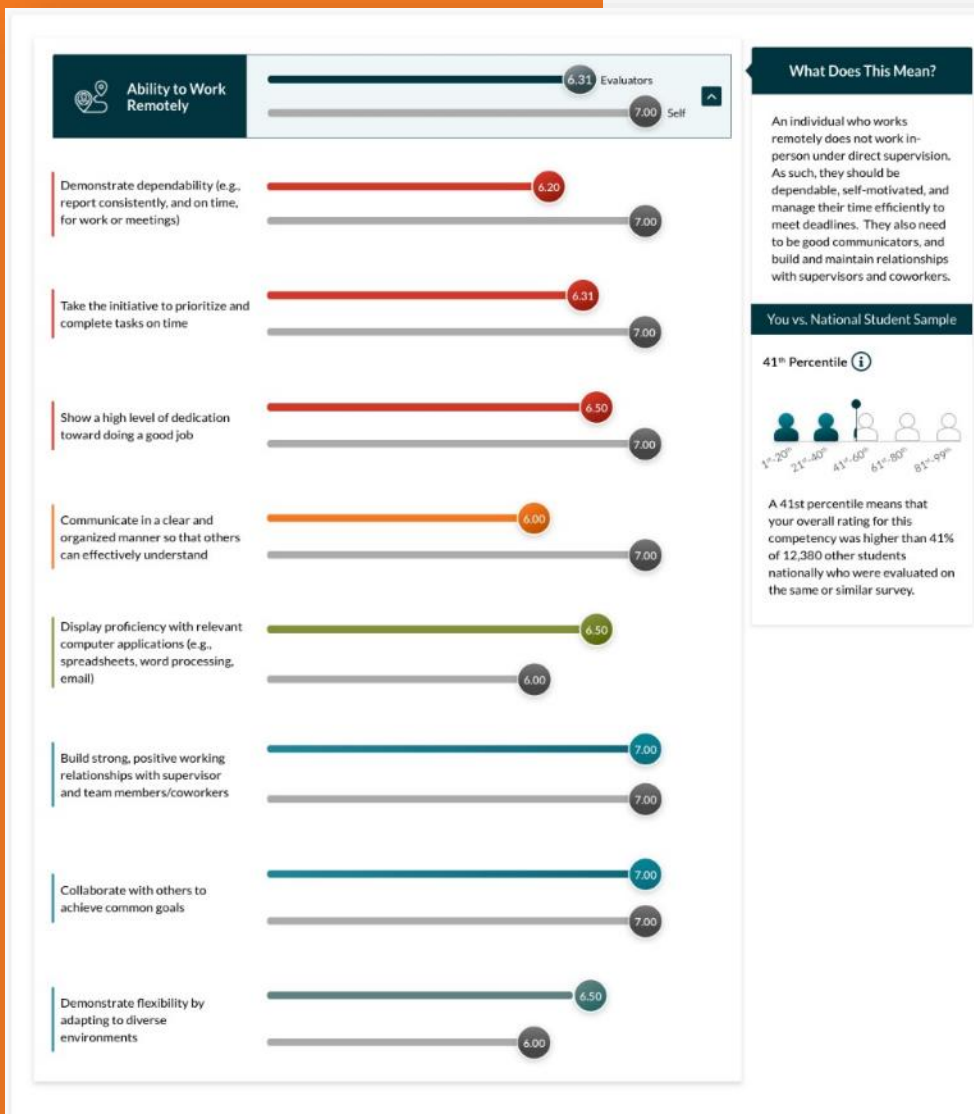
360 Feedback

from supervisors and coworkers following a work-related experience

Discover I

might as well help identify gaps in performance compared to other students nationally

NEW CLUSTER

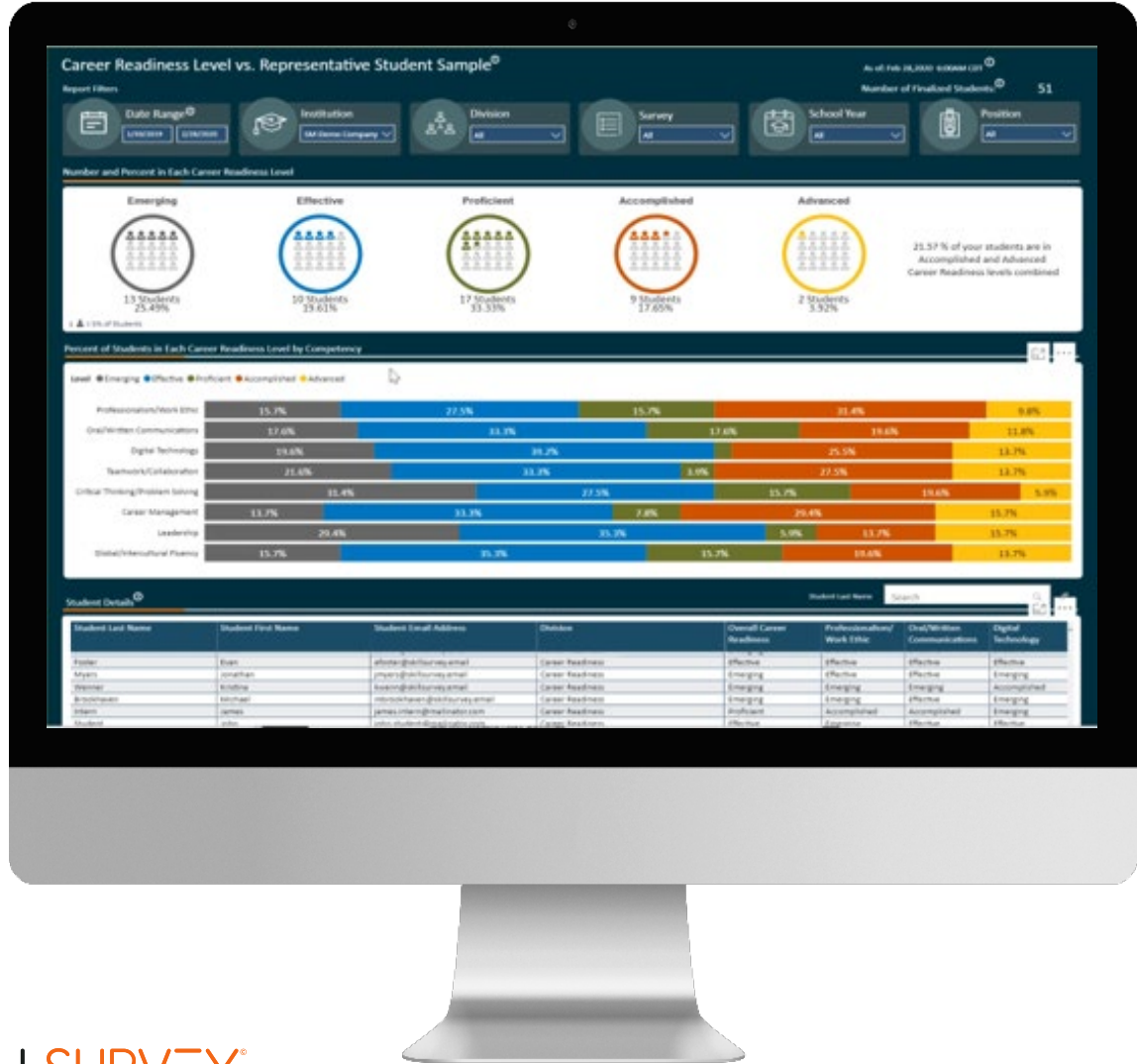


Ability to Work Remotely

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

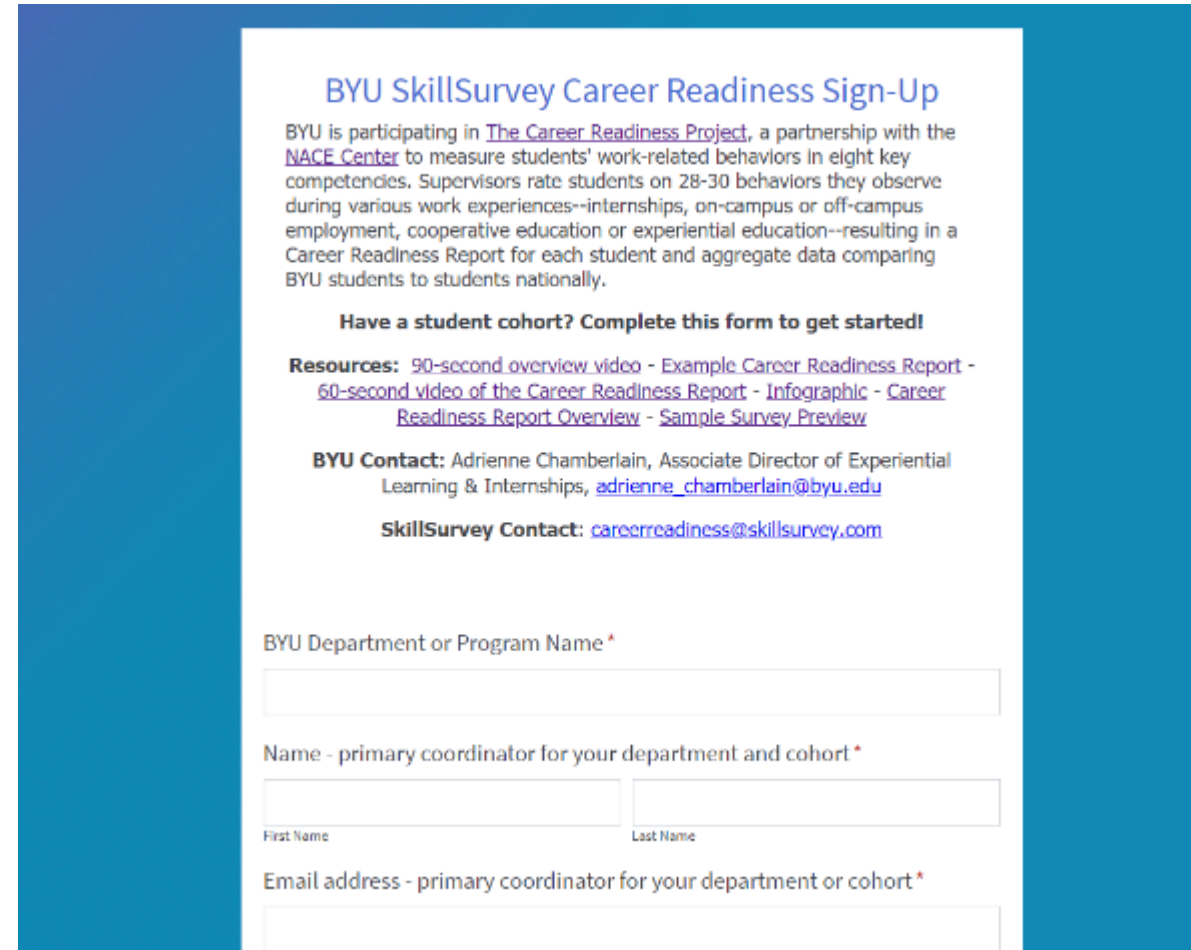


Email us at careerreadiness@skillsurvey.com

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



BYU SkillSurvey Career Readiness Sign-Up

BYU is participating in [The Career Readiness Project](#), a partnership with the [NACE Center](#) to measure students' work-related behaviors in eight key competencies. Supervisors rate students on 28-30 behaviors they observe during various work experiences--internships, on-campus or off-campus employment, cooperative education or experiential education--resulting in a Career Readiness Report for each student and aggregate data comparing BYU students to students nationally.

Have a student cohort? Complete this form to get started!

Resources: [90-second overview video](#) - [Example Career Readiness Report](#) - [60-second video of the Career Readiness Report](#) - [Infographic](#) - [Career Readiness Report Overview](#) - [Sample Survey Preview](#)

BYU Contact: Adrienne Chamberlain, Associate Director of Experiential Learning & Internships, adrienne_chamberlain@byu.edu

SkillSurvey Contact: careerreadiness@skillsurvey.com

BYU Department or Program Name *

Name - primary coordinator for your department and cohort *

First Name Last Name

Email address - primary coordinator for your department or cohort *

Participating In The Career Readiness Project

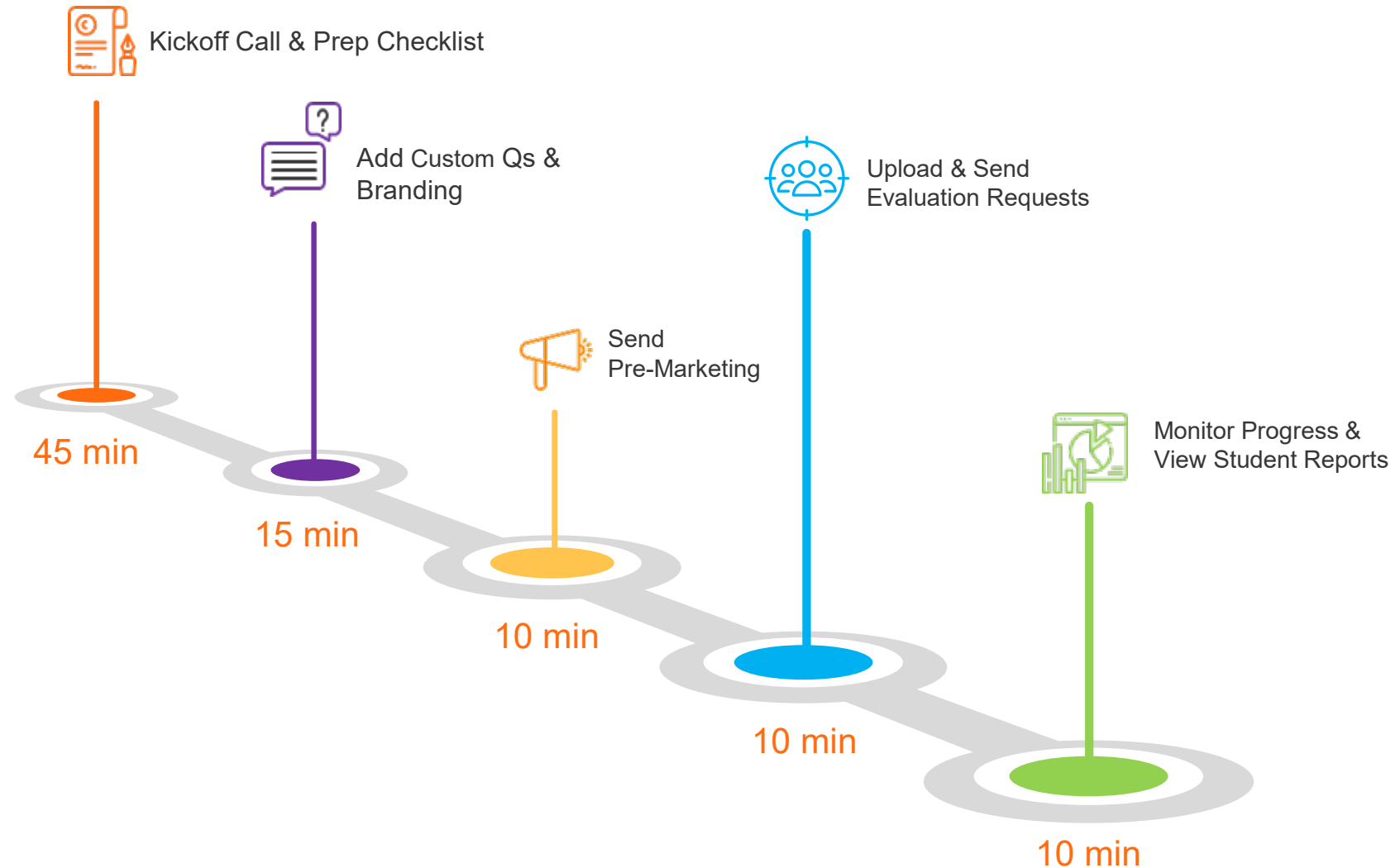
Less Than

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](#)

The screenshot displays the SkillSurvey web application interface. At the top, the 'SKILLSURVEY' logo is on the left, and navigation links for 'U of SkillSurvey' and 'Career Services' are in the center. A teal navigation bar contains 'Home', 'Students', 'Reports', 'Settings', and 'Help'. A 'Career Readiness' tab is active on the right. The 'Settings' dropdown menu is open, showing options like 'My Profile', 'User Management', 'Custom Branding', 'Divisions', 'Surveys', 'Text Messages', and 'Announcements'. The 'Surveys' option is highlighted with a right arrow. Below this, a secondary dropdown menu for 'Career Readiness' is shown, with 'Custom Questions' circled in orange and a hand cursor pointing to it. Other options in this menu include 'Survey Library'. On the left side of the dashboard, a 'Division Dashboard' section shows a bar chart for 'Students Created' with categories: 'Waiting for Student' (7), 'Waiting for Evaluator' (10), 'Waiting to Finalize' (1), and 'Waiting to File' (3). On the right, a 'Recent Students' table lists 'Sam Student' with a 'Created Date' of '01/13/2021'.

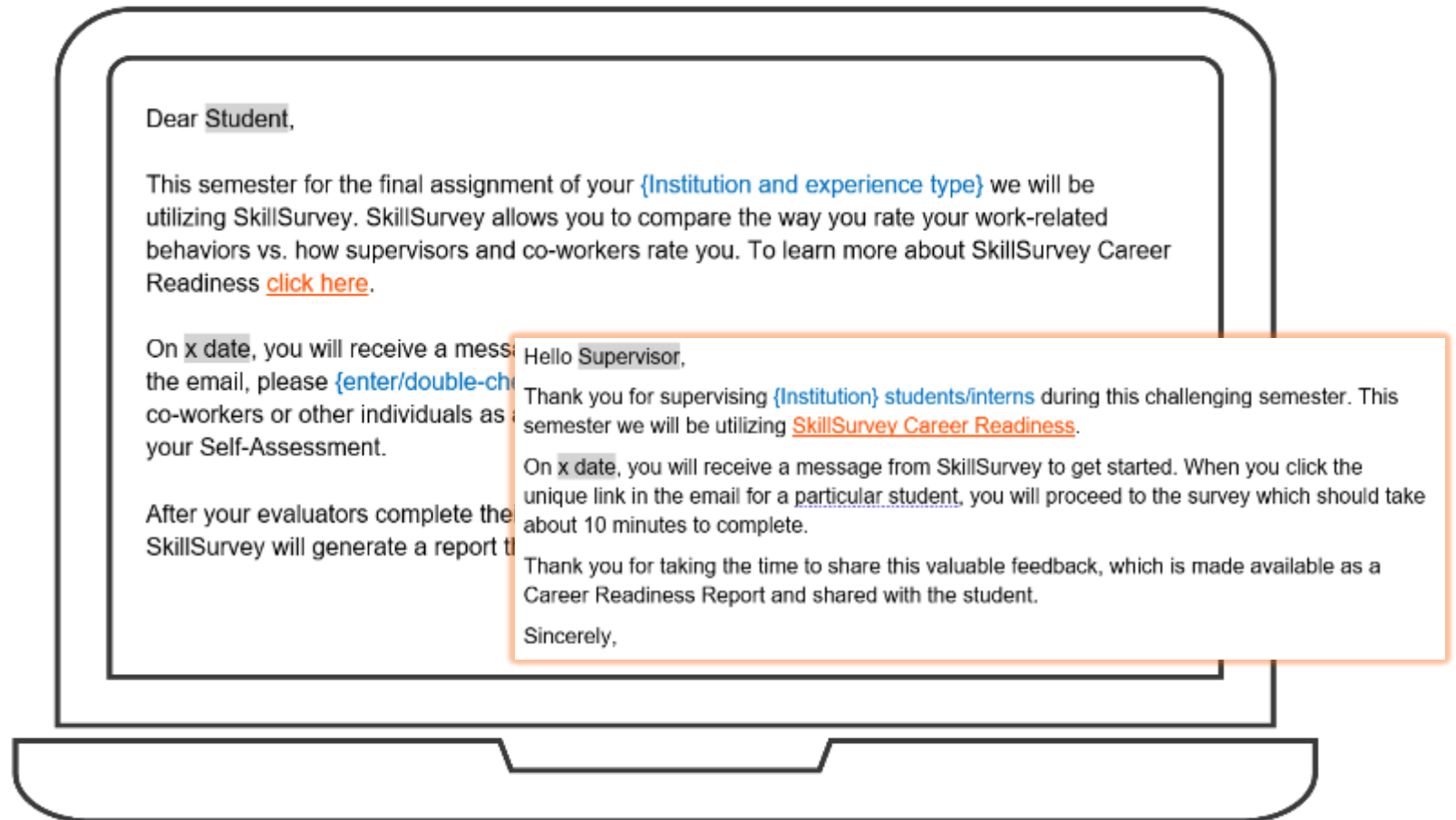
Category	Count
Waiting for Student	7
Waiting for Evaluator	10
Waiting to Finalize	1
Waiting to File	3

Name	Created Date
Sam Student	01/13/2021

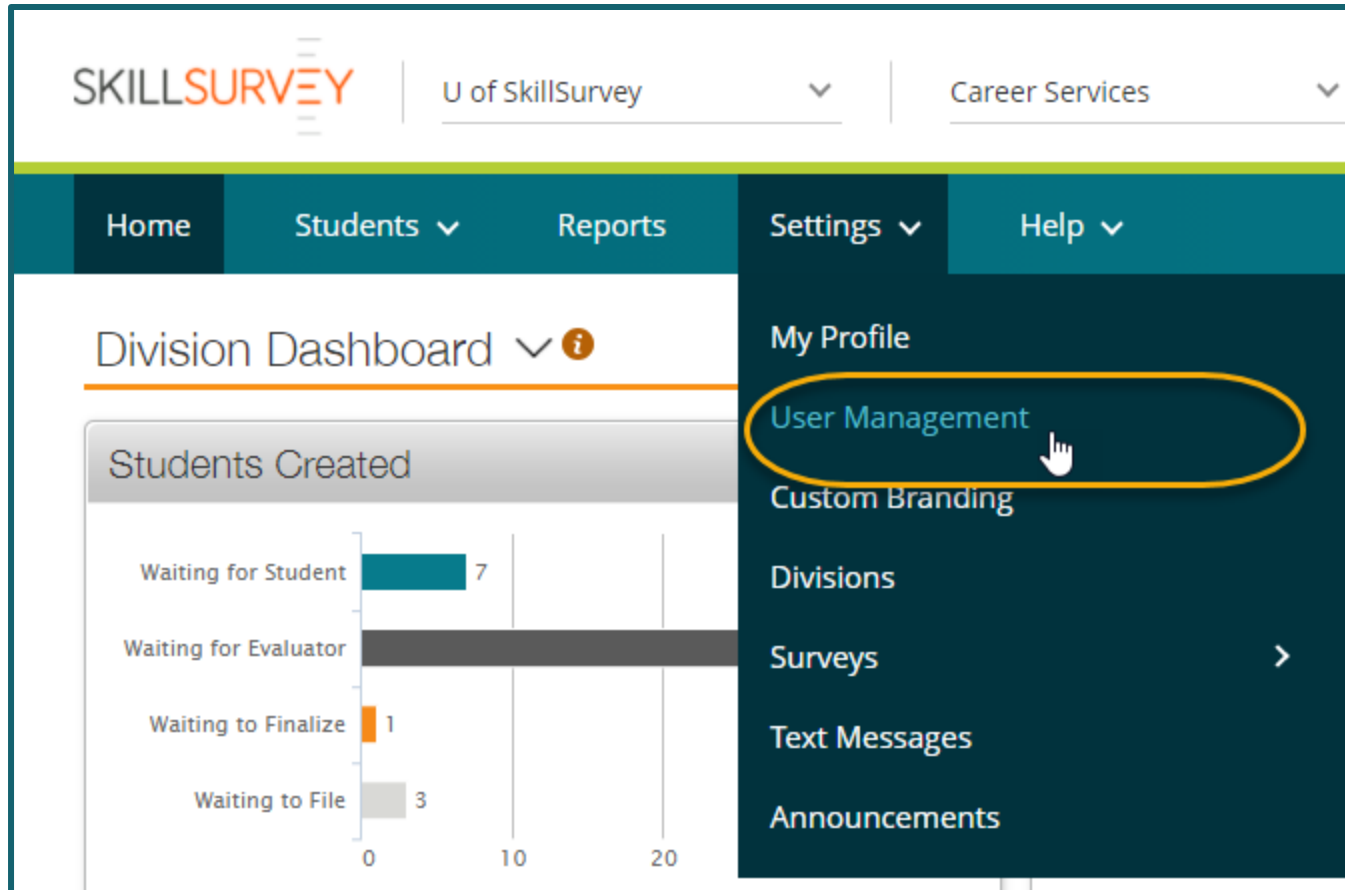
Get the word out – “SkillSurvey Coming Soon”



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



To Add Others to Your Team



- ❖ You'll need:
 - Name
 - Email Address
 - Access to which division
- ❖ How to Manage Logins

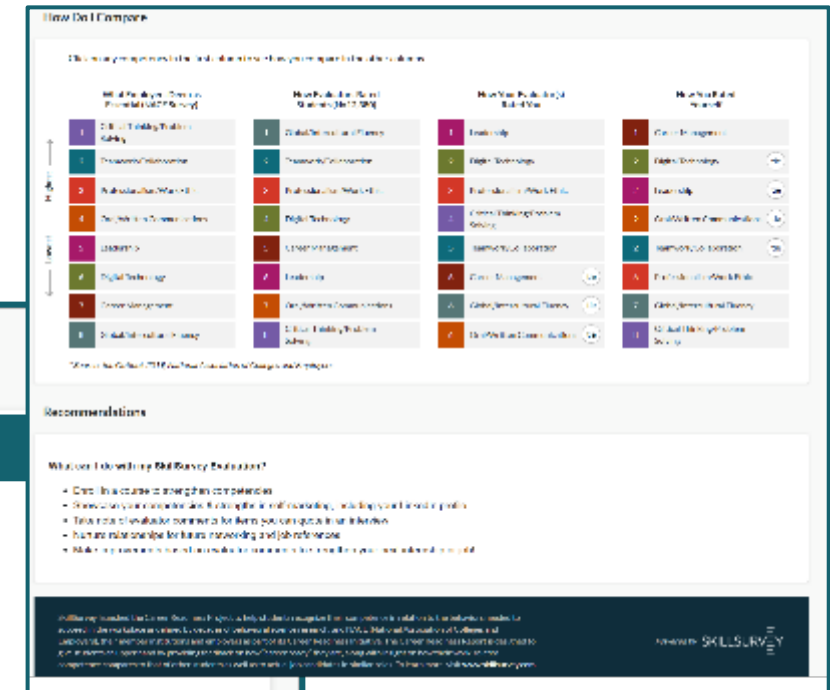
Add Your Own Recommendation to the Student Report

- ❖ 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

HomeStudents ▼ReportsSettings ▼Help ▼

Career Readiness

Search | User

Division Settings

Select DivisionBYU Example ▼

Copy Settings

Reset SettingsSaveCancel

[Audit History](#)
[Expand All](#)

> Division Evaluator Settings

> Evaluator & Student Info

> Reports - Career Readiness Report

> Notifications

> Advanced

To Career Administrator ⓘ>

To Student ⓘ>

To Evaluator ⓘ▼

Send Evaluator Reminder:After First Evaluator Notification ▼

Evaluator reminder email:☒ Yes ☐ No After 2 ▼ days [Preview](#)

Evaluator reminder email #2:☒ Yes ☐ No After 5 ▼ days [Preview](#)

SKILLSURVEY®

20

Add unique branding to each Division/Department

The image displays a screenshot of the SkillSurvey interface, illustrating how to add unique branding to each Division/Department. The interface is divided into several sections, each with a callout box indicating a branding option:

- background image:** A large image of a mountain landscape with a sunburst effect.
- logo:** The BYU logo.
- custom color:** A dark blue button labeled "Start Now".
- welcome message:** A message box containing the text "Hello Ian! 3 easy steps to your evaluation".

The interface also features a sidebar with three steps:

- STEP 1: Verify Your Information
- STEP 2: Add Evaluators
- STEP 3: Take Self-Assessment

At the bottom, there is a "Start Now" button and a "10 minutes of your time Due Feb 9th" notification. The interface is branded with the BYU logo and the text "BYU" in the top right corner.

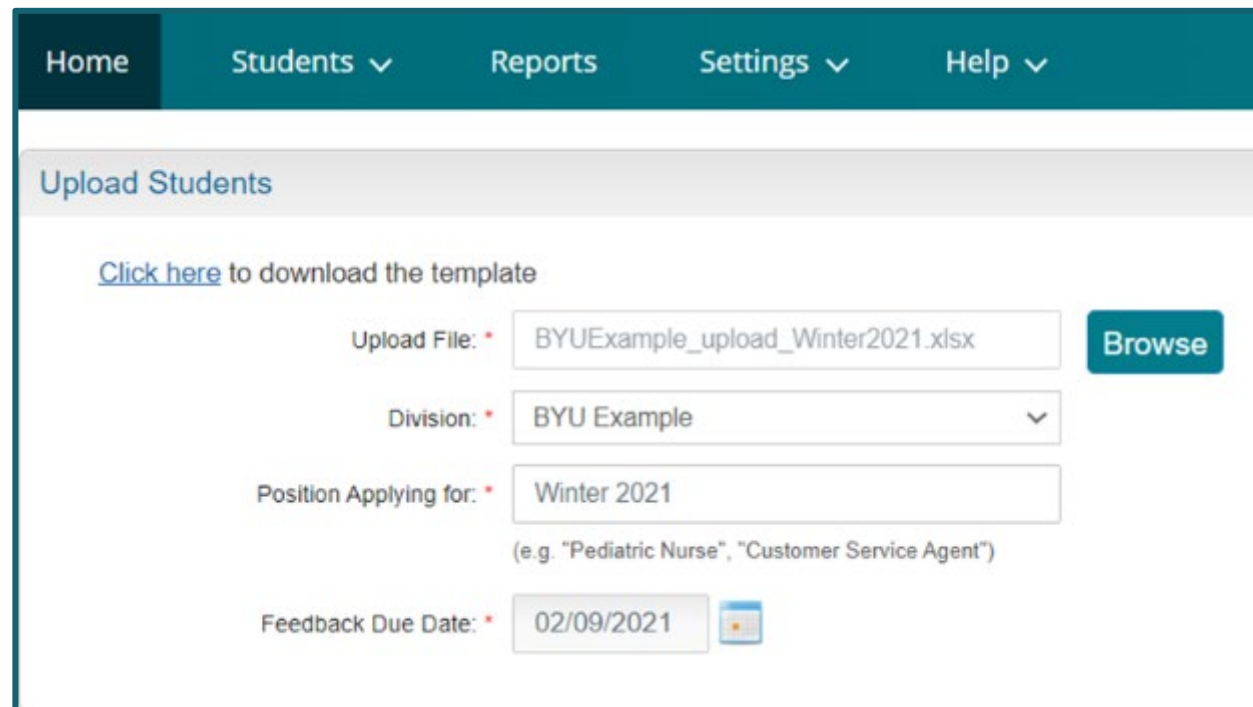
The background of the slide features a photograph of a young woman with long blonde hair and blue-rimmed glasses, smiling and looking to her left. She is wearing an orange knit sweater. Overlaid on the image are several large, semi-transparent orange rounded rectangles and a thin orange line that curves across the bottom left. The text 'SKILLSURVEY' is positioned in the upper left, with 'SKILL' in black and 'SURVEY' in orange, and the title 'Launch & Run Evaluations' is below it in black.

SKILLSURVEY

Launch & Run Evaluations

Upload Students to Invite Students & Evaluators

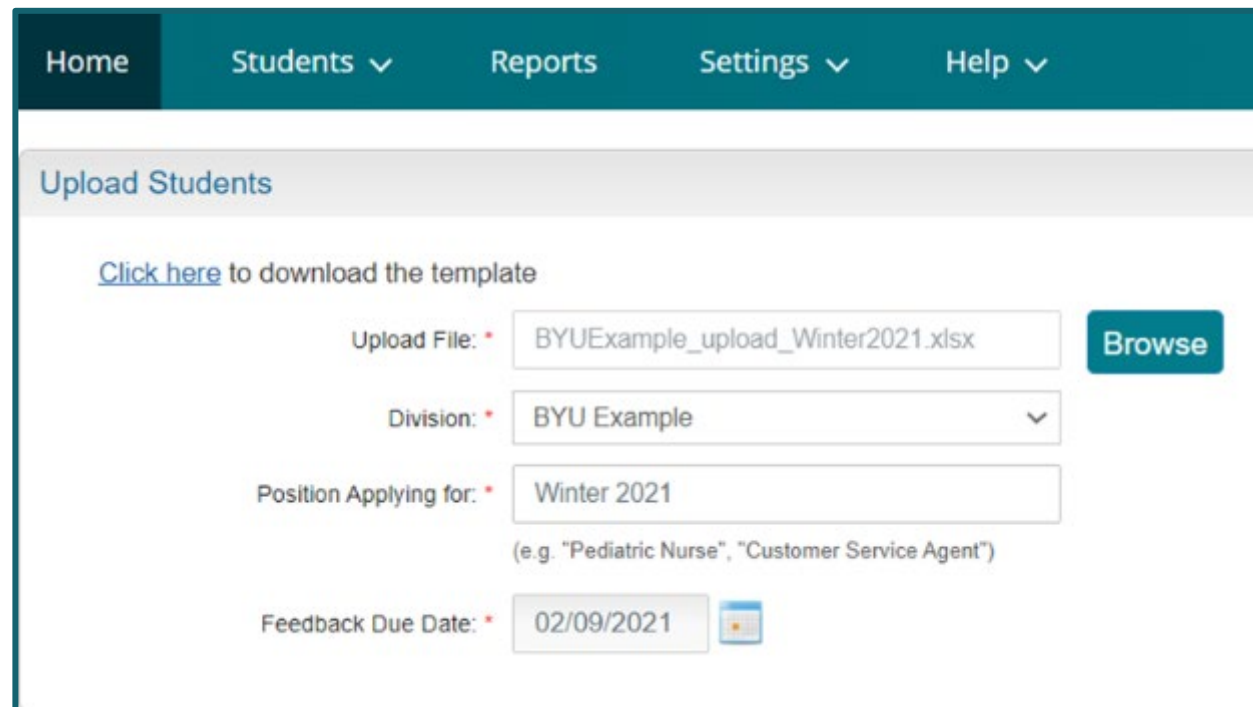
- ❖ Adrienne will demonstrate how to produce your student list from iRAM (to better understand the upload template, [How to Prepare the Student List for Upload](#))
- ❖ [How to Upload Students to Start the Process](#)
 - Option to review [system messaging](#)



The screenshot shows the 'Upload Students' interface. At the top is a navigation bar with 'Home', 'Students' (selected), 'Reports', 'Settings', and 'Help'. Below the navigation bar is a header 'Upload Students'. The main content area contains a link 'Click here to download the template'. Below this are four form fields: 'Upload File:' with a text input containing 'BYUExample_upload_Winter2021.xlsx' and a 'Browse' button; 'Division:' with a dropdown menu showing 'BYU Example'; 'Position Applying for:' with a text input containing 'Winter 2021' and a note '(e.g. "Pediatric Nurse", "Customer Service Agent")'; and 'Feedback Due Date:' with a date input containing '02/09/2021' and a calendar icon.

Upload Students to Invite Students & Evaluators

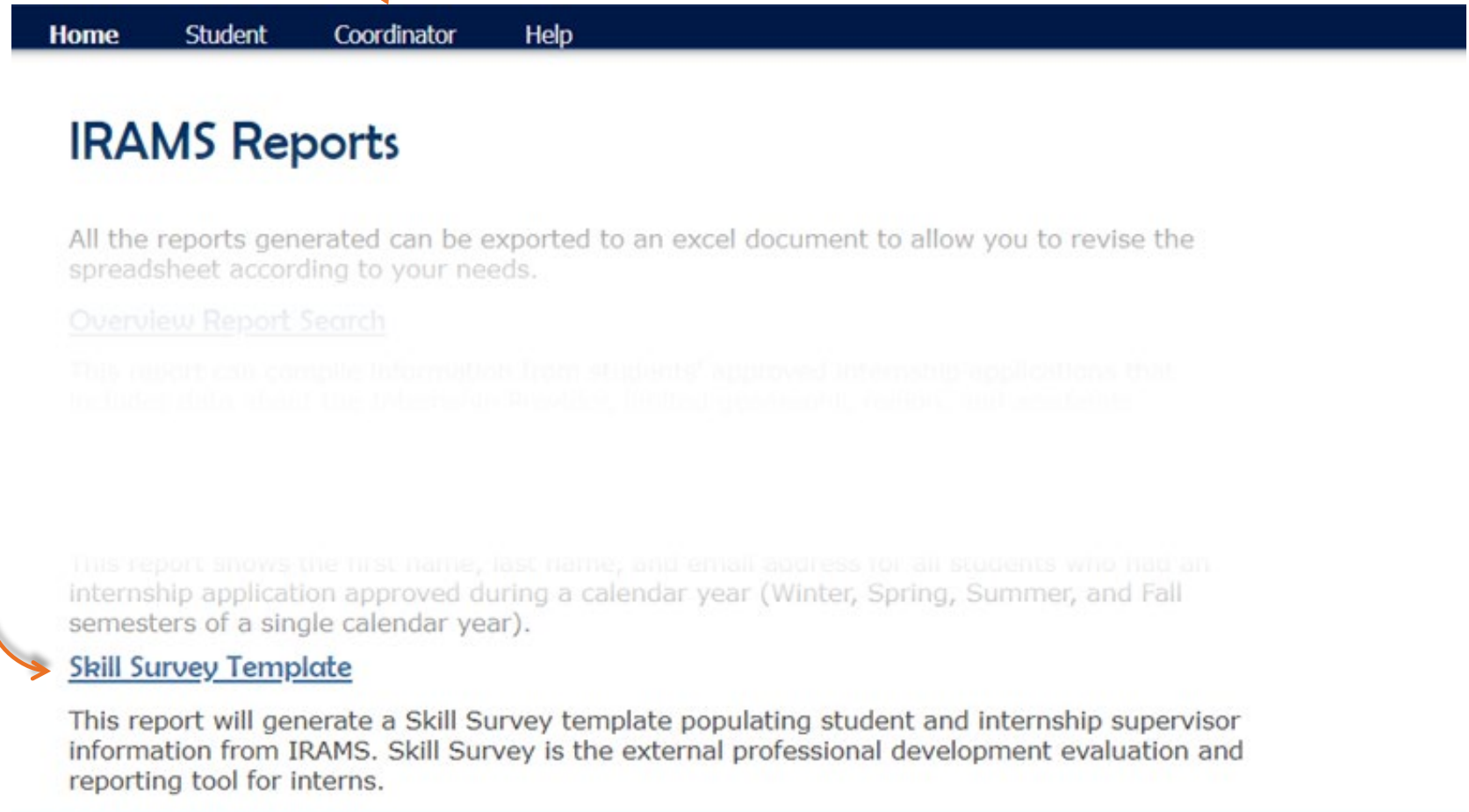
- ❖ Adrienne will demonstrate how to produce your student list from iRAM (to better understand the upload template, [How to Prepare the Student List for Upload](#))
- ❖ [How to Upload Students to Start the Process](#)
 - Option to review [system messaging](#)



The screenshot shows the 'Upload Students' interface. At the top is a navigation bar with 'Home', 'Students' (with a dropdown arrow), 'Reports', 'Settings' (with a dropdown arrow), and 'Help' (with a dropdown arrow). Below the navigation bar is a header section titled 'Upload Students'. The main content area contains a link 'Click here to download the template'. Below this are four form fields: 'Upload File: *' with a text input containing 'BYUExample_upload_Winter2021.xlsx' and a 'Browse' button; 'Division: *' with a dropdown menu showing 'BYU Example'; 'Position Applying for: *' with a text input containing 'Winter 2021' and a note '(e.g. "Pediatric Nurse", "Customer Service Agent")'; and 'Feedback Due Date: *' with a date input showing '02/09/2021' and a calendar icon.

Navigate to the Skill Survey Template

1. From Coordinator drop down
Select “IRAMS Reports”



The screenshot shows a web application interface. At the top is a dark blue navigation bar with the links 'Home', 'Student', 'Coordinator', and 'Help'. Below this is a section titled 'IRAMS Reports'. A curved orange arrow points from the 'Coordinator' link in the navigation bar to the 'IRAMS Reports' section. Below the section title is a paragraph: 'All the reports generated can be exported to an excel document to allow you to revise the spreadsheet according to your needs.' This is followed by a link 'Overview Report Search' and a paragraph: 'This report can compile information from students' approved internship applications that includes data about the internship location, limited placement, work, and schedule.' Below this is another link 'Skill Survey Template' and a paragraph: '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.' A second curved orange arrow points from the text '2. Click “Skill Survey Template”' to the 'Skill Survey Template' link.

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 location, limited placement, work, and schedule.

[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.

2. Click “Skill Survey Template”

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

Internship Course and Number

Section Number

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.

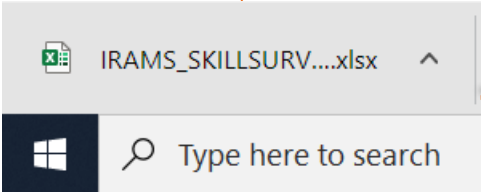
Download and Adjust the Template

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	Recipient First Name	Recipient Last Name	Recipient 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			

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

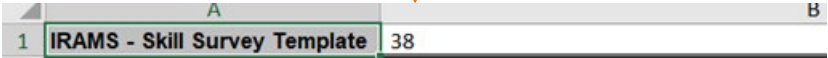
Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (45 kb)
[View All](#)

2. Click on the downloaded file to open

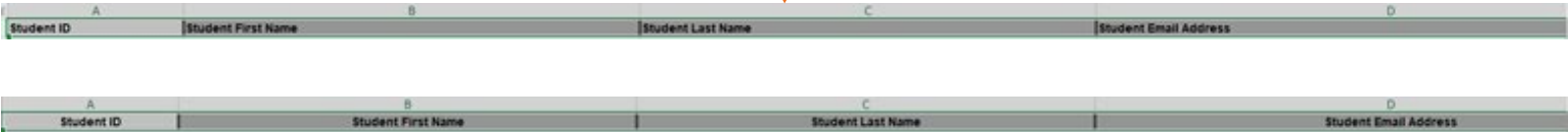


In order for the Skill Survey system to accept the populated template, the following spreadsheet adjustments need to be made.

3. Delete the Top Row



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



Leverage your data – tag cohorts & students

Add a Student

Create Student

Student ID:

First Name: *

Sarah

Last Name: *

Student

Email Address: *

sarah

Position Applying for: *

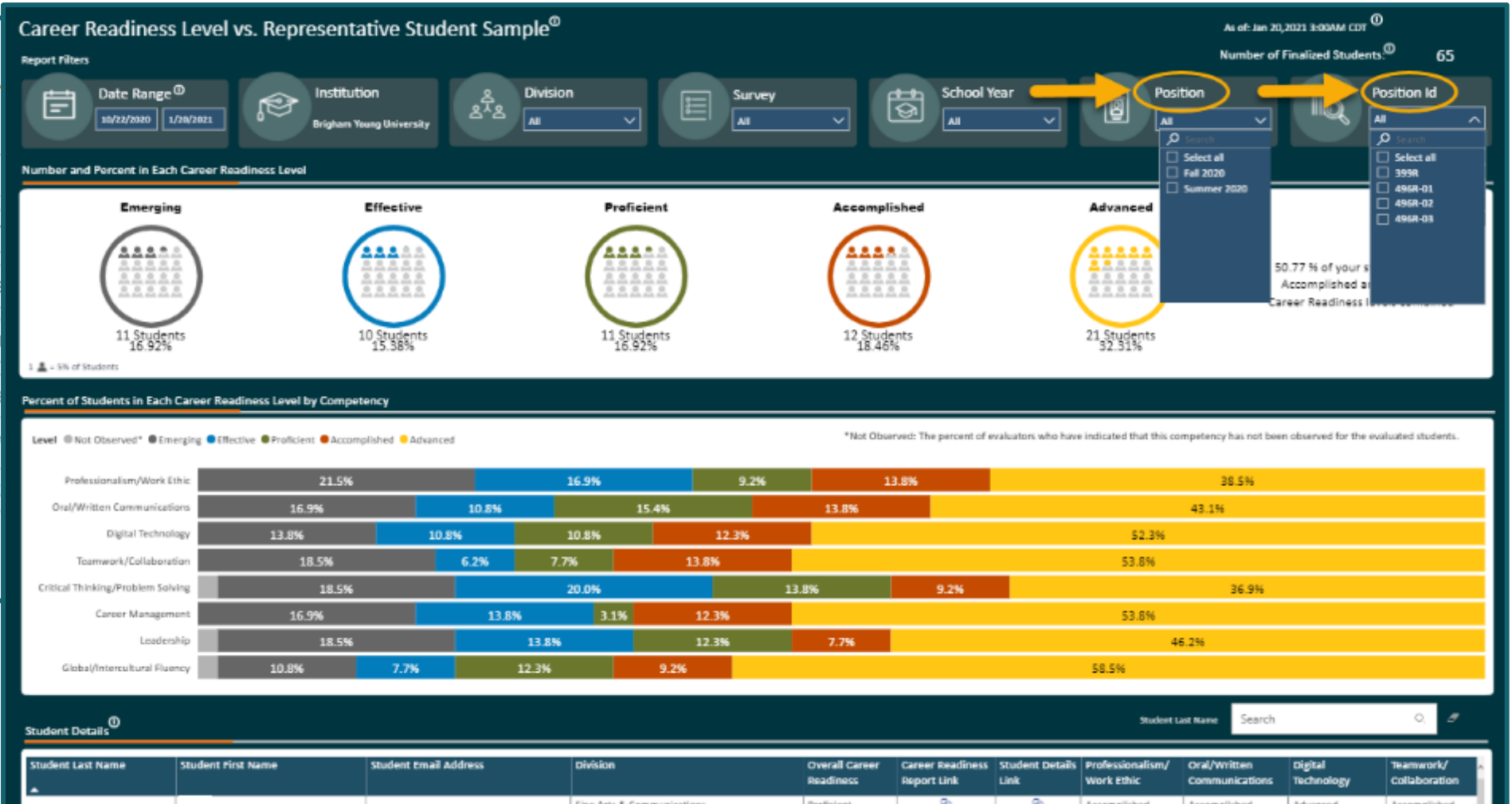
Winter

(e.g. "Pe

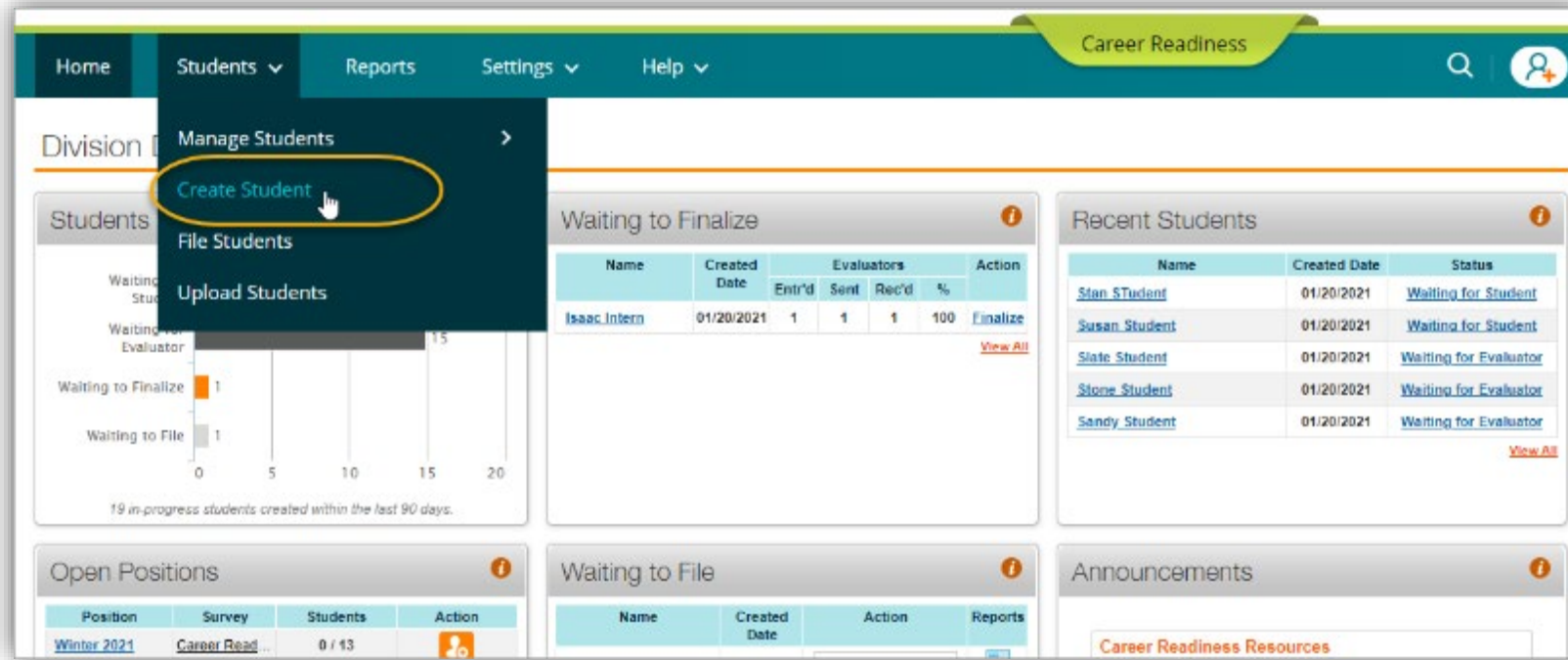
Position ID:

399R

Filter in Analytics



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



The screenshot shows the SkillSurvey Career Readiness interface. The 'Students' dropdown menu is open, and the 'Create Student' option is highlighted with a yellow circle and a mouse cursor. The interface includes a navigation bar with 'Home', 'Students', 'Reports', 'Settings', and 'Help'. The main content area displays various student management options and data tables.

Name	Created Date	Entr'd	Sent	Rec'd	%	Action
Isaac, Intern	01/20/2021	1	1	1	100	Finalize

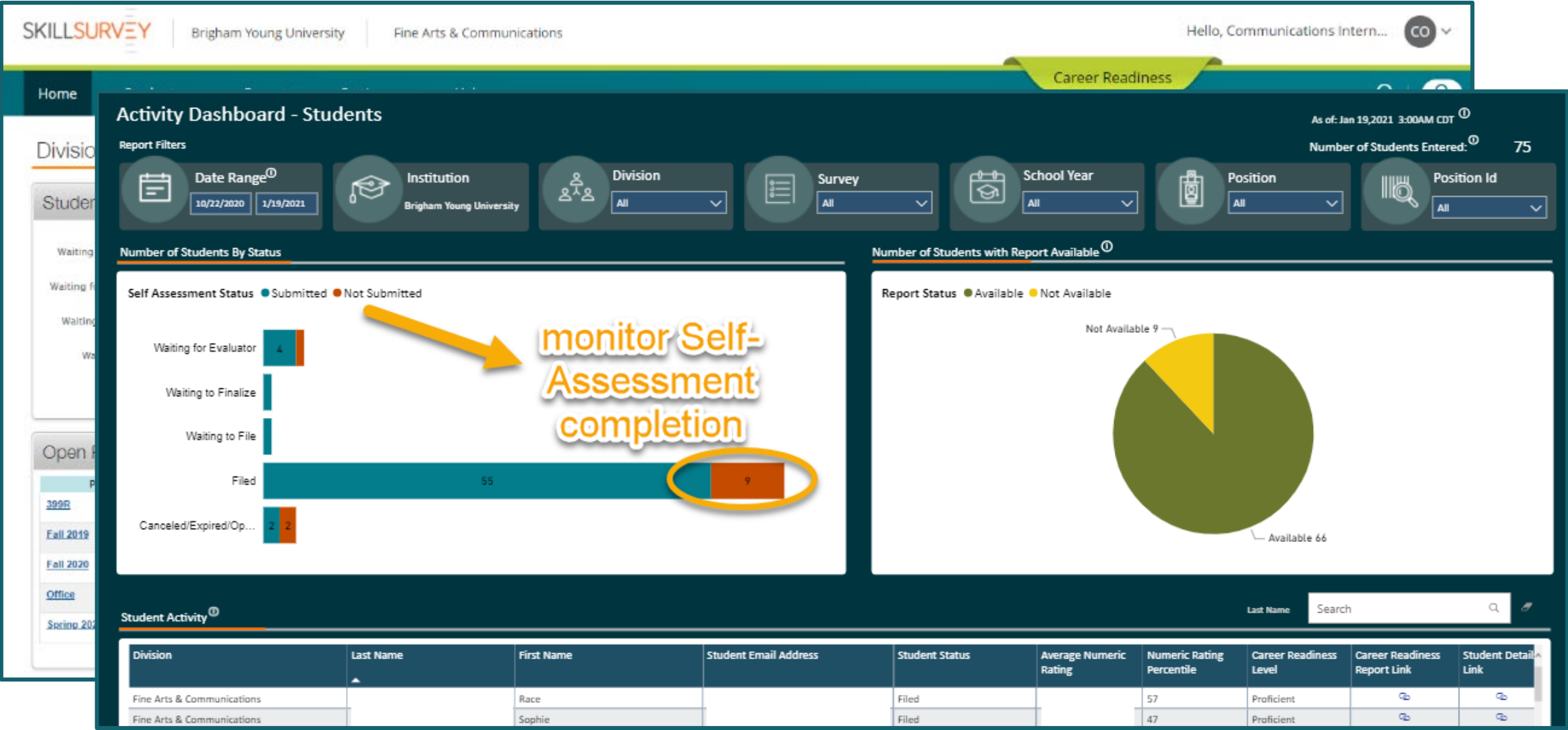
Name	Created Date	Status
Stan Student	01/20/2021	Waiting for Student
Susan Student	01/20/2021	Waiting for Student
Slate Student	01/20/2021	Waiting for Evaluator
Stone Student	01/20/2021	Waiting for Evaluator
Sandy Student	01/20/2021	Waiting for Evaluator

Position	Survey	Students	Action
Winter 2021	Career Read...	0 / 13	Add Student

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

The image displays three screenshots of the SkillSurvey interface, illustrating the process of adding, canceling, and adding an evaluator.

Left Screenshot: Shows an evaluator card for "Earl Evaluator" (Manager (Supervisor, Boss), Customers R Us) with a status of "Invited". A mouse cursor is hovering over the "Add Evaluator" button. A modal dialog titled "Incorrect Evaluator" is overlaid, asking for confirmation to cancel the evaluator. The dialog includes a "Cancel" button and a "Confirm" button.

Middle Screenshot: Shows the same evaluator card for "Earl Evaluator" with a status of "Cancelled". A yellow box highlights the "Cancel Reason - Student marked as incorrect". Below the card, it states "Cancelled on 01/20/2021, 02:15 PM EST by Student".

Right Screenshot: Shows an evaluator card for "Emily Evaluator" (Manager (Supervisor, Boss), Customers R Us) with a status of "Invited". A mouse cursor is hovering over the "Add Evaluator" button. The card includes details such as "Manager", "Customers R Us", "emily.ev@mailinator.com", and "Titusville, NJ". A "Resend Email" button is visible at the bottom.

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

Manage Students

▼ Search Criteria - Customize Your Search Here

My Students

All Students

Bulk Actions

▼ Waiting for Student 2 ⓘ

Resend Email

Resend Text

<input type="checkbox"/>	Reports	First Name	Last Name	Career Admin	Division	Position	Survey	Created Date	Last Email Sent	Evaluators		
										Entered	Sent	Rec'd
<input type="checkbox"/>		▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ On...	▼ Equals	▼ Equals	▼ Equals
<input type="checkbox"/>		Karen	Moss	Kirwan, Maren	Family Home & Social Sciences	History Intern	Career Readiness - General	02/12/2020	02/17/2020	0	0	0
<input type="checkbox"/>		Mitchell	McGurrin	Kirwan, Maren	Family Home & Social Sciences	History Intern	Career Readiness - General	02/12/2020	02/17/2020	0	0	0

1 - 2 of 2 records

▼ Evaluators with no Response 5 ⓘ

Resend Email

Resend Text

☐ Only show Evaluators with no remaining auto-reminders

<input type="checkbox"/>	Evaluator First Name	Evaluator Last Name	Evaluator Relationship	Evaluator Created Date	Feedback Due Date	Last Communication Sent Date	Total Communication Sent	Student Name	Student Status	Division	Career Adm
<input type="checkbox"/>	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ On...	▼ On...	▼ Equals...	▼ Contains...		▼ Contains...	▼ Contain
<input type="checkbox"/>	Brenden	Rensink	Manager (Supervisor, Boss)	02/13/2020	02/25/2020	02/18/2020	3	Josie Manwill	Waiting For Evaluator	Family Home & Social Sciences	Kirwan, Maren

Run and Share Reports

How to Run Reports & Share with Students

The screenshot displays the 'Manage Students' interface in the SkillSurvey system. The top navigation bar includes links for Home, Students, Reports, Settings, and Help, along with a 'Career Readiness' tab and a search icon. Below the navigation bar, the 'Manage Students' section features a search criteria bar and tabs for 'My Students', 'All Students', and 'Bulk Actions'. A list of filter categories is shown, including 'Waiting for Student 0', 'Evaluators with no Response 2', 'Waiting to Finalize 1', 'Available to Re-Finalize 0', and 'Self-Assessment Incomplete 2'. A yellow callout box points to the 'Waiting to Finalize 1' filter, stating 'generate/finalize Career Readiness Reports'. Another yellow callout box points to the 'Send Career Readiness Report' button, stating 'share Career Readiness Reports with 1) Student, 2) Report Recipient, 3) Student and Report Recipient'. The dropdown menu for 'Send Report to:' is open, showing options: 'Student', 'Report Recipient', and 'Student and Report Recipient'. The bottom of the interface shows a table with columns for Reports, First Name, Last Name, Career Admin, Division, Position, Survey, Created Date, Recipient Email, Evaluators, and Student Status. The 'Evaluators' column has sub-columns for Entered, Sent, Rec'd, and Mgrs. Rec'd. A 'Show 10 records' dropdown is also visible.

Home Students Reports Settings Help Career Readiness

Manage Students

Search Criteria - Customize Your Search Here

My Students All Students Bulk Actions

Waiting for Student 0

Evaluators with no Response 2

Waiting to Finalize 1

Available to Re-Finalize 0

Self-Assessment Incomplete 2

Career Readiness Report Available 1

Send Career Readiness Report

Send Report to: Student Student Report Recipient Student and Report Recipient

Include Filed Students

Show 10 records

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