

EMPLOYABILITY & STUDENT EMPLOYMENT

Definition

Overall Initiative

Employability and Student Employment

- Student Hiring Process
- Liberal Arts Skills Across the Curriculum
 - Defined
 - Applied to the job
- Other employability skills

Student Evaluation

- Form
- Pilot
- Best Practices

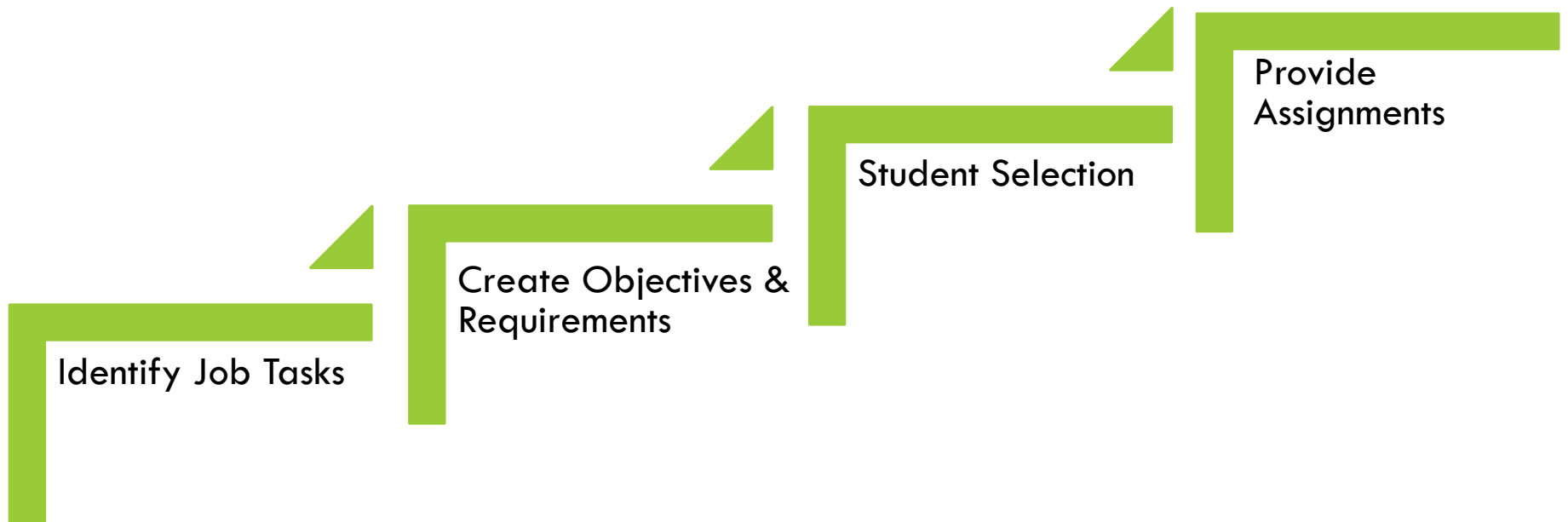
EMPLOYABILITY

1. Definition: Skills, abilities, and attributes that increase the likelihood of a student getting and keeping a job after graduation and into the future

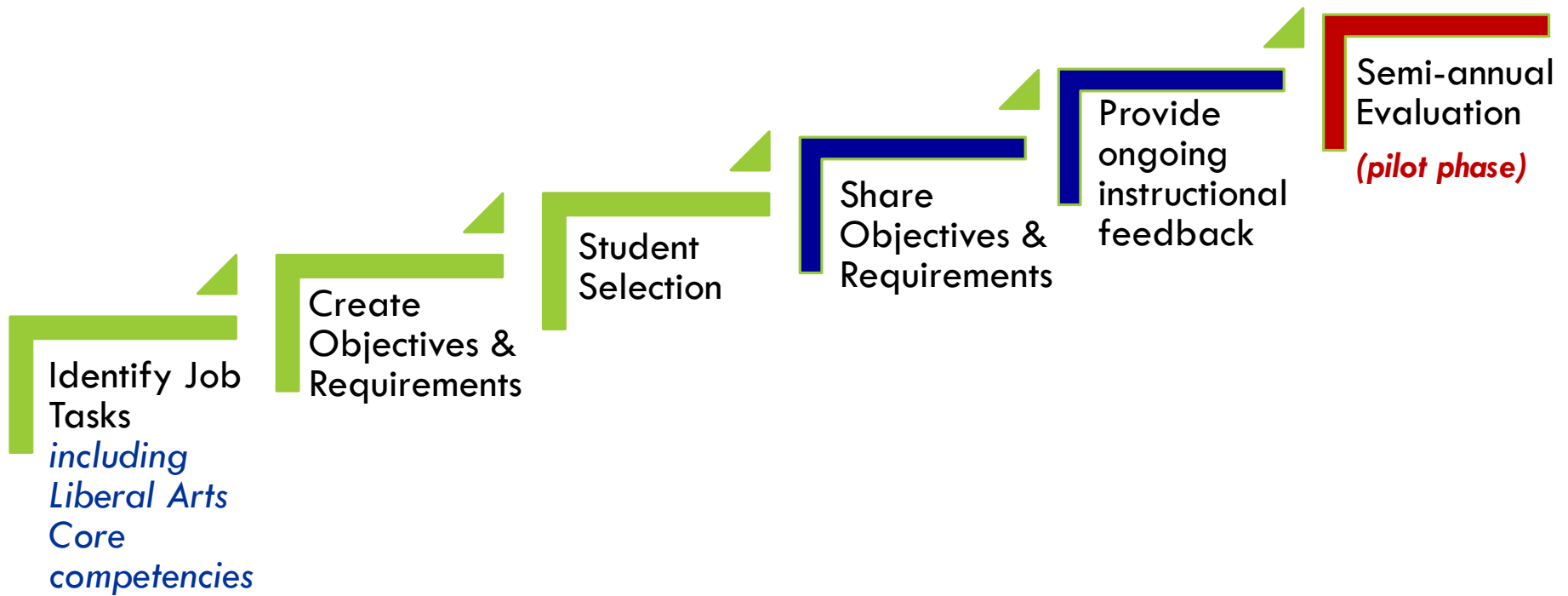
2. Initiative across campus

- Last Year
 - L.A.W.
 - Presentations
 - Career Services, Alumni Services, Student Services
- Upcoming Year
 - All of the above and
 - Employability Committee
 - Departments

EMPLOYABILITY



EMPLOYABILITY



LIBERAL ARTS ACROSS THE CURRICULUM

1. Critical Thinking

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness. (NACE)

LIBERAL ARTS ACROSS THE CURRICULUM

2. Information Literacy

- Develop and implement an effective search strategy appropriate for an information need
- Access the necessary information effectively and efficiently
- Evaluate information and its sources critically and incorporate selected information into one's knowledge base and value system (LAC)

LIBERAL ARTS ACROSS THE CURRICULUM

3. Communication

- Write and speak effectively in their disciplines in both academic and workplace genres
- Conduct effective technology-assisted presentations
- Communicate effectively in small and large groups (LAC)

LIBERAL ARTS ACROSS THE CURRICULUM

4. Ethics

- Apply the principles of ethics to dilemmas encountered in the workplace. (LAC)

- Demonstrate personal accountability and effective work habits
Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind (NACE)

LIBERAL ARTS ACROSS THE CURRICULUM

APPLIED TO STUDENT EMPLOYMENT

Using the handout in front of you, see if you can identify one job objective for your student worker(s) that fits one of these four criteria.

Feel free to work in groups!

STUDENT WORKER PERFORMANCE EVALUATION — A DEVELOPMENTAL TOOL

Job Description

8 Competencies (Exceeds, Meets, Development Needed)

Overall Assessment

- Strengths and Achievements
- Goals for upcoming work time
- Student feedback



CORE COMPETENCIES

1. **Communication** – Effectively communicates orally, visually, and in writing
2. **Judgement** – makes smart and educated decisions, referring to supervisor for guidance as appropriate

OTHER EMPLOYABILITY COMPETENCIES

1. **Productivity and Work Quality** (*Delivers high quality work in a timely manner*)
2. **Teamwork** (*Contributes to the success of the team. Uses active listening skills and responds to suggestions and feedback*)
3. **Initiative** (*Takes initiative to complete projects, reaching out for assistance as needed. Proactively seeks out work as time permits. Independent, critical thinker who pursues opportunities for professional growth.*)
4. **Dependability** (*is trustworthy, punctual, reliable, and responsible*)
5. **Job Skills / Technical Skills** (*Demonstrates the knowledge and skills necessary to perform the job effectively.*)



EMPLOYEE EVALUATION BEST PRACTICES

Clear expectations

Ongoing discussion and feedback

Developmental focus (including what is going right)

Praise in public, correct in private

No surprises during the evaluation

Other?