

Information for Implementation

CDEV Employment Readiness Toolkit

Purpose:

Students learn about the NACE competencies and how to develop and articulate these important skills.

Steps for Activity Implementation for Individuals:

1. Students review the provided resources
2. Students complete the Employment Readiness Toolkit over at least a four-week period.
3. Students will automatically be added to the Employment Readiness Toolkit Canvas course.
 - If you do not receive a course invitation through Canvas, please contact cdev@weber.edu.
4. Students reflect on the following questions:
 - What core competency surprised you the most? Why?
 - What core competency do you feel the most confident about? Why?
 - What core competency do you feel the least confident about? Why?
5. Create an action plan on which core competency you want to strengthen or gain more experience in. Set short-term goals to help you achieve this.
6. When completed, students check off the item on their personal CDEV Map. When all of the components on the CDEV Map are complete, students submit their artifact through the Impact in GivePulse. The artifact for this activity is the student's certification of completion from Free Canvas for Teachers.
7. If you have any questions, please reach out to cdev@weber.edu.

Steps for Activity Implementation for Groups and Classes:

1. Students and Administrators review the provided resources. This can be done individually or in small groups.
2. Students complete the Employment Readiness Toolkit over at least a four-week period.
3. Students will automatically be added to the Employment Readiness Toolkit Canvas course.
 - If you do not receive a course invitation through Canvas, please contact cdev@weber.edu.
4. Administrators meet 1-on-1 or in small group meetings with students to discuss the Employment Readiness Toolkit. Here are some sample questions you can choose to discuss.
 - What core competency surprised you the most? Why?
 - What core competency do you feel the most confident about? Why?
 - What core competency do you feel the least confident about? Why?
 - How can I help you feel more confident in this core competency? (Create an action plan)
 - Review the sections of core competencies the student didn't mention that are relevant to their position
5. Administrators help students create an action plan on the core competency the student feels less confident about. Follow up on the action plan about every four weeks. (This could become a longer time frame depending on how often the student works. You want to make sure they have enough time to actually work on the action plan before you follow up.)
6. When completed, students check off the item on their personal CDEV Map. When all of the components on the CDEV Map are complete, students submit their artifact through the Impact in GivePulse for their Administrator to verify. The artifact for this activity is the student's certification of completion from Free Canvas for Teachers.
7. If you have any questions, please reach out to cdev@weber.edu.