

Career Readiness Ideas for Supervisors

Students develop career competencies both in and out of the classroom. However, recognizing these competencies within different contexts can be challenging. Supervisors of student employees have the unique opportunity to help them reflect on how they can translate their skills toward relevant careers and enhance their career readiness on the job.

* Student Resources and Referrals

- Share helpful web links via communications and staff:
 - [Mizzou Career Tools \(searchable career resource platform\)](#)
 - [Career Readiness poster](#) (definition and competencies)
 - [Career Readiness slides](#) (definition, competencies and sample behaviors)
 - Class Year Career Readiness Guides: [Freshmen](#), [Sophomores](#), [Juniors](#), [Seniors](#)
- Encourage students to [meet with a Career Specialist](#). Our friendly and resourceful staff members are eager to help students, in-person or online, weekdays between 9:00 a.m. and 4:00 p.m.
- Promote attendance at career fairs, recruitment events, and career development workshops.
- Get social! Follow us and repost our Twitter, Instagram and LinkedIn content or weekly [Career Scoop blog](#).

* Workplace Activities

- Incorporate career readiness competencies into [job descriptions](#), available in the [supervisor toolkit](#).
- Encourage students to reflect on the skills gained in the workplace during performance evaluations and at the conclusion of each semester. Sample evaluations are accessible in the [supervisor toolkit](#).
- Help students connect work experiences to desired employer skills: map responsibilities and projects to the [career readiness competencies](#).
- Ask students to update their resumes; provide feedback on skills and strengths related to their work experience.
- Have employees take [CliftonStrengths](#) and [request](#) the Career Center facilitate a discussion about the results.
- To prepare students to communicate with different stakeholders, require them to present their points in a press release, marketing brochure, op-ed, group presentation, curriculum manual, staff meeting, etc.
- Encourage students to build career readiness skills using [Percipio](#), an online learning tools exclusively available to MU employees. Student employees may choose to follow learning paths or channels.
- Encourage collaboration by creating projects that require interaction with co-workers.
- Model the career readiness competencies in your own work.
- Have employees review student job descriptions when hiring new employees and have them participate in the interviews.

* Consult and Network

- Attend [Career Development Network](#) programs to learn about ways faculty and staff can enhance student career development and career readiness.
- [Request a consultation](#) with a Career Center staff member to discuss desired skill and learning outcomes and how to incorporate career development into training, evaluations and staff development.
- Enroll in the Canvas [supervisor toolkit](#) which has a wealth of information and resources related to recruiting and managing student employees. It's a great way to stay informed, create meaningful employment experiences and help advance student career readiness.
- Visit the [Faculty & Staff page](#) of our resource platform, Mizzou Career Tools, for a searchable instructional library of videos, articles, guides, websites and lesson plans
- [Subscribe](#) to our monthly faculty-staff newsletter which has career news and career readiness features.