

RUBRIC HIGH IMPACT PRACTICE (HIP) FOR STUDENT EMPLOYEE SUPERVISORS

How well does your department provide High Impact learning for student employees?

Circle the level your department is at for each competency. The higher the level, the greater success your department is having providing high impact learning for students.

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| HIGH IMPACT PRACTICE (HIP) | Position Description Aligns with NACE Competencies | Posts the job on Handshake but does not align job description with the NACE competencies. | Somewhat aligns: the department started converting the position descriptions for our student employees. | The department is working with the Experiential Education Specialist and Human Resources to get our position descriptions aligned to the NACE competencies. | All of our student employment position descriptions are aligned with NACE competencies and we ask for an application and/or resume as part of the application process. |
| | Interviewing | Our department does not interview students for positions. We just call or email to see if they are still available and if their availability fits our needs. | Our department interviews students with a set of questions related to the position. | Our department interviews students addressing the position's related competencies and offers the applicant an opportunity for feedback. | Our department interviews students addressing the competencies and offers the applicant an opportunity for feedback both at the new hire stage and at the end of employment in an exit interview. |
| | Initial Onboarding & Training | New student employees complete training from Human Resources department. | In addition to HR training, student employees get information about the department upon arrival and are encouraged to ask questions. | In addition to HR training and department orientation, new student employees sit down with supervisor to review department requirements and expectations. | New student employees are an active part of an established training program for the department. |
| | Ongoing Meetings & Trainings | New student employees complete training from Human Resources department. | The supervisor purposefully checks-in with new student employee(s) for the first two weeks. | The supervisor meets weekly with student employee(s) either individually or at a staff meeting which offers an opportunity for regular feedback. | The supervisor encourages student employees to attend other trainings for both professional and personal development. |
| | Student Self Reflection* | Our department does not ask students to reflect upon their development at any point. | We ask student employees to reflect upon their development only at the established review time. | We ask student employees to reflect upon their development in a written format at least once per semester. | Student employees are able to share their development with regard to the NACE competencies in a variety of formats on a regular basis (as often as monthly, and at least at the end of each semester). |
| | Performance Appraisals/ Review** | Our department does not review employee performance with our student employee(s). | Our department has a performance review form that is completed by the supervisor at least annually. | The supervisor meets with the student employee to review and actively discuss performance at least once per year. | Our department performance appraisal process includes regular employee self-reflection and an active discussion of performance related to NACE competencies. |
| | | Level 1 EMERGING | Level 2 DEVELOPING | Level 3 MASTERING | Level 4 TRANSFORMING |

*Reference the Guskin Center Reflection Guide in the Supervisor Guide for additional guidance | **Reference the Performance Evaluation Form in the Supervisor Guide for additional guidance