



How to Complete the Future Ready Skills Assessment



PRESENTER



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FINAL WEBINAR FOR FALL 2023

Using Student Voice & Input for WBL Planning

[November 8th at 4 pm ET](#)

- Guidance on how to help students to complete the WBL Reflection Form
- How to use the data to better support students through targeted activities and topics best suited to their needs
- Overview of resources, including video content, short guides, and more.

VISIT THE PROFESSIONAL LEARNING SECTION IN ASH TO VIEW RECORDINGS & SLIDE DECKS FOR ALL WEBINARS



With support from American Express, NAF is creating a program to recognize impactful WBL activities.

WBL Impact Award – for educators, WBL coordinators, & academy leads

- Submit a WBL activity from the 2023-2024 school year

Student Impact Competition – for students

- Students will design, implement, and assess a WBL activity in their academy

Prizes: Gift cards and 2 all-expenses paid trips to NAF Next in Orlando, FL (July 9-11, 2024)

[Learn more in the WBL section on ASH](#)



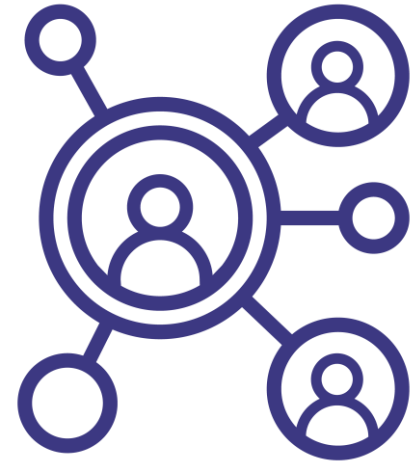
3 STUDENT SUCCESS OUTCOMES



ASPIRATIONS



SKILLS



CONNECTIONS



FUTURE READY SKILLS



COLLABORATION



COMMUNICATION



PROBLEM SOLVING



**INITIATIVE &
SELF-DIRECTION**



SOCIAL AWARENESS



PLANNING FOR SUCCESS



FUTURE READY SKILLS ASSESSMENT

- Supervisor evaluation of a student's skill level
- Completed after a career preparation activity
- Required for NAFTrack Certification



FUTURE READY SKILLS ASSESSMENT

01

HIREABILITY FRAMEWORK

- Collaboration
- Communication
- Problem Solving
- Initiative & Self-Direction
- Social Awareness
- Planning for Success

02

POSITION-SPECIFIC SKILLS

- Determined by supervisor

03

KEY STRENGTH & OPPORTUNITY FOR GROWTH

- **Key Strength:** one key strength demonstrated
- **Opportunity for Growth:** one key area where intern can develop skills and/or knowledge



PART 1: HIREABILITY FRAMEWORK

Collaboration	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Contributes to the work of the team and supports others					
Actively looks to resolve areas of disagreement or conflict through discussion					

Communication	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Actively listens to understand and asks clarifying questions					
Presents information in an organized manner that serves purpose of message, context, and audience					

Problem Solving	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Unpacks problems into manageable parts					
Generates multiple potential solutions to problems using relevant and factual information to guide decisions					
Identifies new and more effective ways to solve problems					

Initiative & Self-Direction	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Demonstrates receptiveness to performance feedback and adapts appropriately					
Stays calm, clear-headed, and unflappable under stress					
Works independently and seeks out information to complete tasks					

Social Awareness	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Takes responsibility for one's own actions and does not blame others					
Demonstrates awareness of social and ethical situations					
Considers the feelings and needs of others when making decisions or performing tasks					

Planning For Success	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Manages time well and does not procrastinate, getting work done on time					
Arrives on time and is rarely absent without cause					

Hireability	Yes	No
I am willing to serve as a reference for future opportunities		
Based on your assessment the intern's overall career readiness level is:		

PART I: HIREABILITY FRAMEWORK

01

HIREABILITY FRAMEWORK

- Collaboration
- Communication
- Problem Solving
- Initiative & Self-Direction
- Social Awareness
- Planning for Success

- ✓ Required
- ✓ Counts towards NAFTrack Certification
- ✓ No minimum score required

Strongly Disagree: Room for Growth
Disagree: Emerging
Neutral: Moderate
Agree: Skilled
Strongly Agree: Expert



PART II: POSITION-SPECIFIC SKILLS

- ✓ Optional
- ✓ Does not count towards NAFTrack Certification

PART 2: POSITION-SPECIFIC SKILLS

Skill	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

02

POSITION-SPECIFIC SKILLS

- Determined by supervisor



03

KEY STRENGTH & OPPORTUNITY FOR GROWTH

- **Key Strength:** one key strength demonstrated
- **Opportunity for Growth:** one key area where intern can develop skills and/or knowledge

PART III: KEY STRENGTH & OPPORTUNITY FOR GROWTH

- ✓ Optional
- ✓ Does not count towards NAFTrack Certification

PART 3: KEY STRENGTH AND OPPORTUNITY FOR GROWTH

Key Strength: Everyone has at least one. Tell the student about a key strength they demonstrated or leveraged. Keep your answer text message sized.

Opportunity for Growth: Tell the student an area where they can further develop their skills and/or knowledge. Keep your answer text message sized.

Future Ready Skills Assessment in Action





SET-UP AND INITIATE

Create a Career
Preparation
experience in
NAFTrack

One Week prior to
End Date of
Experience

To: "Mickey Mouse" mickeymouse@disney.com
From: NAF_Administration@naftrack.org

Dear Mickey Mouse,

Thank you for volunteering to supervise and mentor a student. As your time with your student comes to an end, your last step will be to complete the Future Ready Skills Assessment (formerly NAF's Internship Assessment).

You will evaluate and provide feedback on your student's skill level and development throughout the Internship via a short online form. Your submission of the Future Ready Skills Assessment is also the mechanism by which your student will receive credit for completing the Internship, so it is a crucial component of the experience.

The assessment for the following student is ready to be completed:

- **Student Name:** Goofy Dog
- **Employer:** Disney
- **Experience Type:** Internship
- **Start Date:** 06/01/23
- **End Date:** 07/31/23

The mentorship and guidance you have provided throughout your student's experience is invaluable and the assessment is an excellent opportunity for you to offer final insights about their strengths and areas for growth.

Consider the following as you prepare to complete the assessment:

- Review the assessment in advance [here](#)
- Meet and discuss the assessment with your student, sharing which skills you observed to be their strengths and skills they may want to continue to work on as they continue their career [journey](#)
- Set aside 15 minutes for [completion](#)
- No changes can be made once you submit the [assessment](#)
- Students will be able to view your feedback once you submit the [assessment](#)

Click [here](#) to launch and complete the assessment. |

You are listed as the point of contact for this experience, but if another individual will be completing the assessment, please forward this email.

If you have any questions, please email support@naf.org.


Sincerely,
The NAF Team



NAFTRACK PLATFORM – SUPERVISOR VIEW

NAFTrack

ASSESSMENT DIRECTIONS

0% Completed 

Welcome! You are starting the Future Ready Skills Assessment for Iron Man. The assessment should be based on your observations of the student throughout the Standard Internship experience. You are encouraged to meet and discuss your ratings with Iron Man prior to completing this assessment. Please be objective and candid in your assessment.

Your assessment is an essential element of your student's experience for multiple reasons:

- You are providing the student with an important real workplace experience – a formal evaluation of their work.
- You are helping the student gain confidence in their workplace skills by sharing your feedback about their strengths.
- You are helping the student identify and understand what skills need to be developed as their career journey continues.

Your submission of the Future Ready Skills Assessment is also the mechanism by which your student will receive credit for completing the Standard Internship.

The assessment consists of six skill categories with the option to include up to three additional position-specific skills, a key strength, and an opportunity for growth for the student.

A few items to consider before clicking **Begin Assessment**

- Allow about 15 minutes to complete
- Complete in one sitting
- No changes can be made once you submit
- Preview the assessment [here](#)
- Students will be able to view feedback once you submit

[Begin Assessment »](#)



NAFTRACK PLATFORM – SUPERVISOR VIEW

NAFTrack

0% Completed

Please verify that the details are correct before continuing. You may edit all

Student:	Iron Man
Start Date:	5/1/2022
End Date:	5/26/2022
Payment:	Paid
Experience Type:	Standard Internship
Experience Hours:	80 or greater

[Edit](#)

« Previous

[Update](#) [Cancel](#)

Student: Iron Man

Start Date: 05/01/2022

End Date: 05/26/2022

Payment: Paid

Experience Type: Standard Internship

Experience Hours: 80 or greater



NAFTRACK PLATFORM – SUPERVISOR VIEW

NAFTrack

FUTURE READY SKILLS ASSESSMENT

5% Completed

Part 1: Hireability Framework

Directions
Rate your student's performance on these key hireability skills. Select the appropriate agreement rating for each statement. If you select "Strongly Disagree" for any statement, please explain your rating in the box below that skill. You may also use the box to add any additional feedback for the student.
If you did not observe a particular skill, please mark as "Neutral" and explain in the comment box.

Collaboration	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Contributes to the work of the team and supports others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Actively looks to resolve areas of disagreement or conflict through discussion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Additional Comments (optional): <input type="text"/>					

Communication	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Actively listens to understand and asks clarifying questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Presents information in an organized manner that serves purpose of the message, context, and audience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Additional Comments (optional): <input type="text"/>					



Hireability	Yes	No
I am willing to serve as a reference for future opportunities	<input checked="" type="radio"/>	<input type="radio"/>
Based on your assessment the student's overall career readiness level is	Expert	
<i>The career readiness level is calculated based on the average rating for each of the 15 skill statements. The levels are:</i> <ul style="list-style-type: none">• Strongly Disagree – Room for Growth• Disagree – Emerging• Neutral – Moderate• Agree – Skilled• Strongly Agree – Expert <i>To update the career readiness level, you can change the rating on any of the 15 skill statements. This rating doesn't affect the student's completion of the experience and is meant to give them a summary of their skill level.</i>		
<input type="button" value="« Previous"/>		<input type="button" value="Next »"/>



NAFTRACK PLATFORM – SUPERVISOR VIEW

NAFTrack

ADDITIONAL SKILLS

75% Completed

Part 2: Position-Specific Skills

Directions
List one to three position-specific skills of particular significance in your industry, occupation, workplace, or project that the student was clearly expected to demonstrate during the experience. Examples could include programming, coding, project management, or leadership. Please do not repeat the skills already assessed. This is optional.

Skill	Room for Growth	Emerging	Moderate	Skilled	Expert
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part 3: Key Strength and Opportunity for Growth

Key Strength: Everyone has at least one. Tell the student about a key strength they demonstrated or leveraged. Keep your answer text message sized.

Opportunity for Growth: Tell the student an area where they can further develop their skills and/or knowledge. Keep your answer text message sized.



NAFTRACK PLATFORM – SUPERVISOR VIEW

NAFTrack

ASSESSMENT REVIEW

95% Completed

You may go back and make changes if the summary below looks incorrect. Once you hit submit, no changes can be made to the entry and students will be able to see your feedback.

An email copy of the assessment will be emailed to the following email address:

An alternative email can be entered

Check here if you would prefer to not receive an email copy of the assessment:

<h3>Hireability Framework</h3> <table border="1"><thead><tr><th>Category</th><th>Skill</th><th>Rating</th></tr></thead><tbody><tr><td rowspan="3">Collaboration</td><td>Contributes to the work of the team and supports others</td><td>Agree</td></tr><tr><td>Actively looks to resolve areas of disagreement or conflict through discussion</td><td>Agree</td></tr><tr><td colspan="2">Comments: N/A</td></tr><tr><td rowspan="3">Communication</td><td>Actively listens to understand and asks clarifying questions</td><td>Agree</td></tr><tr><td>Presents information in an organized manner that serves purpose of the message, context, and audience</td><td>Agree</td></tr><tr><td colspan="2">Comments: N/A</td></tr></tbody></table>	Category	Skill	Rating	Collaboration	Contributes to the work of the team and supports others	Agree	Actively looks to resolve areas of disagreement or conflict through discussion	Agree	Comments: N/A		Communication	Actively listens to understand and asks clarifying questions	Agree	Presents information in an organized manner that serves purpose of the message, context, and audience	Agree	Comments: N/A		<h3>Position-Specific Skills</h3> <p><i>No Position Specific Skills Listed</i></p> <h3>Key Strength and Opportunity for Growth</h3> <table border="0"><tr><td>Key Strength:</td><td>No comment</td></tr><tr><td>Opportunity for Growth:</td><td>No comment</td></tr></table>	Key Strength:	No comment	Opportunity for Growth:	No comment
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	Presents information in an organized manner that serves purpose of the message, context, and audience	Agree																				
	Comments: N/A																					
Key Strength:	No comment																					
Opportunity for Growth:	No comment																					



VIEW STUDENT SCORES

- Individual students only
- Reporting updates coming soon

NAFTrack > Manage Internships > View Internships

	Start Date	End Date	Grad Year	Intern	Employer	Supervisor	Academy	Hours	Payment	FRL	Internship Status	Assessment Status
View	4/1/2023	5/19/2023	2025	T Ethan AT Chen	#Courtyard NDI	Josh Benfield	Southern Lee High School AOHT	80 or greater	Paid	No	Complete	Met

DETAILS

Student Name	T Ethan AT Chen
Employer	#Courtyard NDI
Supervisor	Josh Benfield
Academy	Southern Lee High School AOHT
Start Date	4/1/2023
End Date	5/19/2023
Payment	Paid
Experience Hours	80 or greater
Assessment Status	Met
Counts Towards Progress	Yes

SKILLS ASSESSMENT

Category	Skill	Rating
Collaboration		
	Contributes to the work of the team and supports others	Agree
	Actively looks to resolve areas of disagreement or conflict through discussion	Strongly Agree
Communication		
	Actively listens to understand and asks clarifying questions	Strongly Agree
	Presents information in an organized manner that serves purpose of the message, context, and audience	Agree
Problem Solving		
	Unpacks problems into manageable parts	Agree
	Generates multiple potential solutions to problems using relevant and factual information to guide decisions	Neutral
	Identifies new and more effective ways to solve problems	Strongly Agree
Initiative & Self-Direction		
	Demonstrates receptiveness to performance feedback and adapts appropriately	Agree
	Stays calm, clear-headed, and unflappable under stress	Strongly Agree
	Works independently and seeks out information to complete tasks	Agree
Social Awareness		
	Takes responsibility for one's own actions and does not blame others	Agree
	Demonstrates awareness of social and ethical situations	Agree
	Considers the feelings and needs of others when making decisions or performing tasks	Strongly Agree
Planning For Success		
	Manages time well and does not procrastinate, getting work done on time	Agree
	Arrives on time and is rarely absent without cause	Strongly Agree
Hireability		
	I am willing to serve as a reference for future opportunities	No
	Career readiness level	Skilled

Print Close



*BE FUTURE
READY*

Learn more at
NAF.ORG

Follow us on     
@NAFCAREERACADS

#BEFUTUREREADY