

A Future Ready Skills Assessment should be completed for each student by their supervisor. A week before the experience ends, the supervisor will receive an email with directions and a link to complete the assessment. The link is connected to the individual student. If the supervisor has more than one student, they will receive more than one email.

To complete the assessment, click the link in the email and follow the directions below.

STEP 1: ASSESSMENT DIRECTIONS

- a. Review the directions
- b. Click "Begin Assessment"

Assessment Directions

Welcome! You are starting the Future Ready Skills Assessment for **Reporting Student 12**. The assessment should be based on your observations of the student throughout the Internship. You are encouraged to meet and discuss your ratings with **Reporting Student 12** 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 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**
- * Students will be able to view feedback once you submit

BEGIN ASSESSMENT →

STEP 2: ASSESSMENT DETAILS

- a. Verify the details.
- b. Choose "Edit" to update any incorrect information.

Note: Student name can't be edited.

- c. Select "Next".

Assessment Details

Please verify that the details are correct before continuing. You may edit all fields except the student's name.

Student
Taylor Smith

Start Date
1/1/2025

End Date
2/1/2025

Payment
Compensated

Experience Type
Internship

Experience Hours
40 to 79

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STEP 3: FUTURE READY SKILLS ASSESSMENT

- a. Rate the student's performance on the key hireability skills.
- b. Explain your rating, if you select *Strongly Disagree*, for any of the skills.
- c. Click "Next".

0% Completed

Part 1: Hireability Framework

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

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

Problem Solving	REQUIRED				
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Unpacks problems into manageable parts	<input type="radio"/>				
Generates multiple potential solutions to problems using relevant and factual information to guide decisions	<input type="radio"/>				
Identifies new and more effective ways to solve problems	<input type="radio"/>				
Additional Comments (optional)	<input type="text"/>				

Initiative & Self-Direction	REQUIRED				
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Demonstrates receptiveness to performance feedback and adapts appropriately	<input type="radio"/>				
Stays calm, clear-headed, and unflappable under stress	<input type="radio"/>				
Works independently and seeks out information to complete tasks	<input type="radio"/>				
Additional Comments (optional)	<input type="text"/>				

Internship Assessment Platform

Step-By-Step Guide



Social Awareness	REQUIRED				
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Takes responsibility for one's own actions and does not blame others	<input type="radio"/>				
Demonstrates awareness of social and ethical situations	<input type="radio"/>				
Considers the feelings and needs of others when making decisions or performing tasks	<input type="radio"/>				
Additional Comments (optional)					

Planning For Success	REQUIRED				
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Manages time well and does not procrastinate, getting work done on time	<input type="radio"/>				
Arrives on time and is rarely absent without cause	<input type="radio"/>				
Additional Comments (optional)					

Hireability	REQUIRED	
	Yes	No
I am willing to serve as a reference for future opportunities	<input type="radio"/>	<input type="radio"/>

Based on your assessment the student's overall career readiness level is

The career readiness level is calculated based on the average rating for each of the 15 skill statements. The levels are:

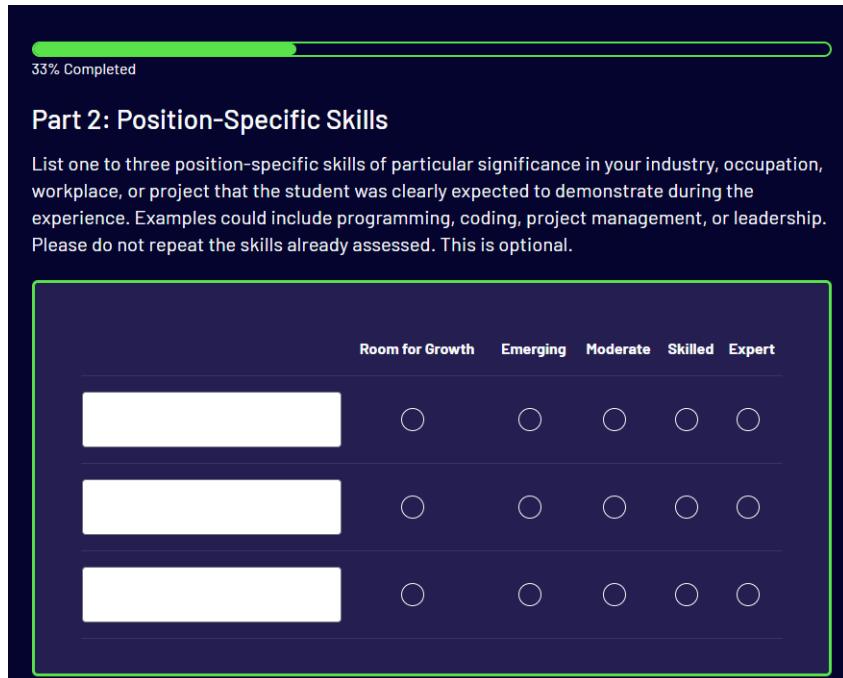
- Strongly Disagree – Room for Growth
- Disagree – Emerging
- Neutral – Moderate
- Agree – Skilled
- Strongly Agree – Expert

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.

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STEP 4: POSITION-SPECIFIC SKILLS, KEY STRENGTH, AND OPPORTUNITY FOR GROWTH

- a. Add up to three position-specific skills for each student and rate their performance.
Note: This is optional.
- b. Write a statement about one key strength the student demonstrated throughout the experience.
- c. Write a statement about one area the student has room to grow.
- d. Click "Next".



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

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STEP 5: ASSESSMENT REVIEW

- a. Confirm the email where scores will be sent is correct.
 - a. Change the email address to send assessment scores to a different account.
 - b. Check the box if you wish to opt-out of receiving the assessment scores.
- b. Review your responses and comments.
 - a. Click "Previous" to return to any previous page to make changes to your responses.
- c. Click "Submit".

Note: Once Submit has been hit no changes can be made.

Assessment Review

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:

CHECK HERE IF YOU WOULD PREFER TO NOT RECEIVE AN EMAIL COPY OF THE ASSESSMENT:

Hireability Framework

Category	Skill	Rating
Collaboration	Contributes to the work of the team and supports others	Strongly Agree
	Actively looks to resolve areas of disagreement or conflict through discussion	Strongly Agree
	Additional Comments (optional)	Comment
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	Strongly Agree
	Additional Comments (optional)	Comment
Problem Solving	Unpacks problems into manageable parts	Strongly Agree
	Generates multiple potential solutions to problems using relevant and factual information to guide decisions	Strongly Agree
	Identifies new and more effective ways to solve problems	Strongly Agree
	Additional Comments (optional)	Comment
Initiative & Self-Direction	Demonstrates receptiveness to performance feedback and adapts appropriately	Strongly Agree
	Stays calm, clear-headed, and unfappable under stress	Strongly Agree
	Works independently and seeks out information to complete tasks	Strongly Agree
	Additional Comments (optional)	Comment
Social Awareness	Takes responsibility for one's own actions and does not blame others	Strongly Agree
	Demonstrates awareness of social and ethical situations	Strongly Agree
	Considers the feelings and needs of others when making decisions or performing tasks	Strongly Agree
	Additional Comments (optional)	Comment
Planning For Success	Manages time well and does not procrastinate, getting work done on time	Strongly Agree
	Arrives on time and is rarely absent without cause	Strongly Agree
	Additional Comments (optional)	Will this comment work.
Hireability	I am willing to serve as a reference for future opportunities	No
	Career readiness level	Expert

Position Specific Skills

Skill	Rating
Text goes here	Skilled

Key Strengths and Opportunity for Growth

Key Strength: Something here
Opportunity for Growth: Something here

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STEP 6: THANK YOU

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Internship Assessment Survey

Thank you for completing the survey!

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