Welcome to the Panther Professional Development Program!

We are excited to work with you to prepare your student staff for future success and transform their on-campus employment experience into a valuable professional development opportunity.

These are the next steps you can take:

- **Step 1**: Consider updating your current on-campus job description to indicate program eligibility by selecting "Yes" to the field "Is this a Panther Professional Development Program approved position?" to help attract career-minded student staff.
    - You are welcome to incorporate the suggested language below when drafting or updating job descriptions for your student staff positions.
        - This position includes the opportunity to participate in the **Panther Professional Development Program**. This program is designed to help student employees develop essential competencies and skills through their on-campus roles. Participants will gain meaningful work experience aligned with the skills most sought after by employers, including career and self-development, communication, teamwork, leadership, professionalism, critical thinking and technology. The program offers opportunities for reflection, skill enhancement and mentorship while preparing students to excel in their post-graduation careers.
- **Step 2:** Communicate the program details to your student staff, emphasizing key features such as the ability to personalize their Action Plan, earn a Certificate of Completion and gain valuable professional development to prepare for life after Chapman. Once you identify which of your student staff are interested in participating, register each student using this registration form.
- **Step 3**: Meet with your student staff to create an Action Plan. Download a copy and select at least one option for each competency using the drop-down menu. Feel free to add more options using the additional lines provided at the bottom of the Action Plan. A brief tutorial is also available to guide you through this process. During this meeting, you can also schedule follow-up meetings with your student staff to discuss progress, address obstacles or revise the Action Plan as needed.
- **Step 4**: Work with your student staff throughout the semester to complete the milestones outlined in the Action Plan by providing opportunities, resources and support.
- **Step 5:** Use this evaluation form to measure your student staff's career readiness competencies per the standards outlined by the NACE Competency Assessment Tool. This will help you support your student develop these employer-sought competencies throughout their employment with your team. Please email the completed assessment to The Office of Student Employment Services (studemp@chapman.edu).
- **Step 6:** Once competencies have been addressed, please, complete the Program Completion Form to receive the necessary documents to present to your student.
- **Step 7 (Optional)**: Supervisors are invited to provide feedback on the Panther Professional Development Program with the Office of Career and Professional Development by completing a survey.

Resources: You may find these resources helpful as you develop the Action Plan with your student staff:

- Career-Related Events
- Career Advisor Appointments
- Career Technology Resources (Handshake, Chapman Career AI, CareerShift, The Panther Network, GoinGlobal, Vault, etc.)
- Project Management Software Suggestion: MS Planner, Asana, Monday.com
- HR Course Assignment Contact: hr@chapman.atlassian.net
- Udemy Access Request Contact: toplansk@chapman.edu
- Program Documents, such as the Action Plan, Certificate of Completion Template and Cover Letter and Resume samples

Please feel free to contact Jessica Revilla with any questions!

For additional information on how to transform on-campus employment into a powerful tool to advance student success please explore this NASPA report.