



Welcome to the Panther Career 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 Career 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 Career 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 Career 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:

Chapman University Career and Professional Development

Chapman.edu/career | (714) 997-6942 | Career@chapman.edu | @chapmanucareer



- [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](#).