

Panther Professional Development Program

Supervisor Action Plan Guide

As you work with your students to develop their individual action plans, we invite you to reference the resources listed below which offer additional context for each competency milestone.

Please note: This text is intended for supervisors to easily copy and paste into the Action Plan, with steps for completing milestones written as direct instructions for the student.

Accessing Udemy:

If your program participant encounters difficulties accessing Udemy, please have them contact Marshall Toplansky at toplansk@chapman.edu to request access. Since this resource is typically only available to Argyros students, they should specify that they are participants in the Panther Professional Development Program.

Suggested Timeline:

This timeline is designed for a 16-week Program and provides a structured approach to program completion while supporting steady progress. It is a guide, however, you are encouraged to tailor it based on your students' individual goals, departmental needs and other factors that may impact their timeline.

Weeks 1-2:

- Review program requirements, expectations and available resources.
- Outline the Action Plan selections to be completed throughout the semester.
- Schedule and document key dates planned for Action Plan activities such as feedback meetings, career events, appointments with career advisors, and progress check-ins.
- When communicating with your students, it is important to note that while most activities will occur during work hours, some selected options may take place outside of their scheduled hours. For example, career events

or appointments with career advisors will take place outside of work hours due to event running times or career advisor availability

Weeks 3-14:

- Provide support to students as needed to ensure successful milestone completion.
- Collaborate with your students to assess whether their selections should be modified or adjusted based on their evolving needs and interests.

Week 14-15:

- Send a list of students who have successfully completed the program to Jessica Revilla (revilla@chapman.edu) from the Office of Career and Professional Development. She will send you the student's program completion documents or refer to your step-by-step guide for instructions.
- Program feedback is welcome at any time; however, this timeframe may be an ideal opportunity to share insights after having experienced the program. Feedback from supervisors and students is welcome.

Week 16:

- Send students their program completion documents along with a congratulatory email

Career Competencies

1. Career and Self-Development

- a. [Make a career appointment](#) with a Career and Professional Development (CPD) or school/college career advisor
- b. Attend a [career-related event](#) (e.g., career fair, networking event, prep workshop, etc.); look for events that list Chapman University as the "host".
- c. Create and upload your resume to [Chapman Career AI](#) (AI resume review and mock interview tool if you don't already have a resume draft, you can use the templates provided in Chapman Career AI)
- d. Participate in a mock interview using [Chapman Career AI's AI Interview Suite](#), or schedule a mock interview with a [career advisor](#). During your mock interview, practice with set of interview questions

tailored to an upcoming interview or use interview questions typical of the industry of your interest

- e. Engage in an assessment: [Make a "career exploration" appointment](#) with a Career and Professional Development (CPD) Career Educator, who will determine which assessment is most appropriate given your goals. They will also provide registration instructions for the recommended [assessment](#). For some assessment tools, you will meet a second time with the Career Educator to review your results together

2. Communication

- a. Participate in meetings with your supervisors or other staff; these meetings provide opportunities for mentorship, goal setting, project discussions and daily task reviews while allowing you to refine your verbal communication skills by asking relevant questions.
- b. Engage in tabling opportunities to meet other students or guests
- c. Improve written communication skills through a [Udemy course](#)
- d. Present an idea or project with your team or to other departments to help enhance your presentation skills

3. Critical Thinking

- a. Learn to complete tasks and projects efficiently by developing skills such as blocking time on your calendar, delegating tasks to others and understanding when to utilize available resources
- b. Problem solve by handling unexpected challenges and complex issues; after a situation arises and you apply your problem-solving skills, debrief with your supervisor to review what actions were taken and reflect on ways you could continue to improve your response in the future
- c. Prioritize projects or tasks by using project-management software, such as [MS Planner](#) or [MS Project](#)
- d. Develop multi-tasking skills by being assigned multiple tasks concurrently and prioritizing those tasks to manage multiple timelines and goals
- e. Seek out additional resources to problem solve or learn research skills

4. Leadership

- a. Take on a 'Student Lead' role within your department, as a point person for other student staff members
- b. Lead student staff projects and initiatives

- c. Seek feedback regarding performance on topics such as dependability, accomplishments, dedication and overall performance; develop a plan to continue to improve in those areas
- d. Track your Panther Career Development Plan milestones independently (without the help of your supervisor)

5. Professionalism

- a. Complete a FERPA (Family Educational Rights and Privacy Act) training, which can be self-assigned through [Vector LMS](#).
- b. Dress professionally at career events or to work (you may refer to this reference article about the basics of business [attire](#))
- c. Focus on details by reviewing your final work product before submission
- d. Arrive to work on time
- e. Apply any feedback received following a performance evaluation (request the evaluation from Jessica Revilla. (revilla@chapman.edu))
- f. Maintain a consistent work schedule by adhering to established start and end times, following a designated break schedule, and regularly checking in with your supervisor when arriving or departing.

6. Teamwork

- a. Support the department and student staff teammates by providing assistance with projects and tasks
- b. Demonstrate the ability to compromise and adapt
- c. Collaborate and build strong working relationships
- d. Complete conflict management training through [Udemy](#)
- e. Participate in team-building activities offered by the department

7. Technology

- a. [Handshake](#): Create a Handshake Profile and apply to at least one job or internship
 - i. *Handshake provides career advising appointment scheduling, on-demand career resources (templates, samples, guides, etc.) and access to exclusive job postings and employers*
- b. [Chapman Career AI](#) (AI resume review and mock interview tool): Optimize job application documents and practice your interview skills using Chapman Career AI
 - i. *Chapman Career AI is an AI-powered platform offering real-time resume, cover letter, LinkedIn profile and mock interview*

feedback; The platform also uses predictive analytics to identify suitable careers and provides preparation guidance for target careers

- c. CareerShift: Leverage CareerShift to identify contacts (hiring managers, Chapman alumni, etc.) relevant to job opportunities of interest.
 - i. *CareerShift is a robust database that allows students to find employment opportunities, identify relevant contacts at each organization (including Chapman alumni) and manage their job application processes*
- d. The Panther Network: Join the Panther Network and create a profile to connect with alumni and engage with mentors in your desired industry
 - i. *The Panther Network is an online networking platform exclusively for the Chapman community; It allows students to leverage the power of our Chapman alumni body while gaining career guidance and developing new relationships, including through the Mentoring Program offered twice a year*
- e. GoinGlobal: Research the global job market and apply for opportunities abroad domestically using GoinGlobal
 - i. *GoinGlobal is a resource that offers job search assistance and information on what it's like to live and work in destinations across the globe; It is designed for domestic students looking for opportunities abroad, as well as international students looking for opportunities in the US*
 - ii. Vault: Research industries or negotiations of interest using vault. Vault offers detailed insights into working in various industries and organizations. It provides influential rankings and reviews based on verified surveys from employees and students and allows for additional online reviews from those unable to participate in directed surveys.
- f. Microsoft Suite: Use Outlook, Teams, Planner, Excel, Word, SharePoint, PowerPoint or Project in your student employment position.
- g. Google Applications: Use Google docs, slides or sheets in your student employment position.

- h. CreateSend: Use CreateSend or other marketing platforms, such as MailChimp or Marketing Cloud, in your student employment position.
- i. Modern Campus: Use Modern Campus or another website content management system, such as WordPress, to design or update the office website.
 - i. Training for Modern Campus can be requested [here](#)
- j. [Yuja](#): Use Yuja or another video management platform to create or organize video content for the department.
 - i. *Yuja is used by Chapman and other educational institutions to support online content creation, and allows users to record, upload and stream videos*
- k. [Canva](#): Use Canva or another graphic design tool (Adobe Express or other) to develop skills in design and communication by creating materials for department projects, marketing campaigns and event promotions by designing flyers, newsletters, social media and other digital content; You may also satisfy this competency by completing a Canva Training [Udemy course](#).
 - i. *Canva is an online graphic design tool that allows users to create visually appealing content such as social media graphics, posters, handouts and other documents.*
- l. Adobe Creative Cloud: Use Adobe Creative Cloud to develop technical skills in design, video editing, branding and content creation; within your department, you can assist by creating promotional materials, editing video content, creating professional presentations or enhancing digital and print communications; you may also satisfy this competency by completing an Adobe Creative Cloud Training [Udemy course](#).
- m. *Adobe Creative Cloud is a suite of professional design, video and web development applications that offers tools for photo editing, graphic design, video production, and digital publishing; this resource is available to all Chapman students and staff.*
- n. [Avery](#): Use Avery to develop skills in design, organization and attention to detail by creating custom labels, event name tags, and signage; Support your department by designing and printing materials for events, labeled storage or producing professional documents for meetings and presentations.

- i. Avery offers online design tools and templates that make it easy to create professional-looking documents for various purposes.*