What is Career Checkpoint?

Career Checkpoint is a toolkit for supervisors of student staff. It provides employers with the tools they need to assist students with connecting the skills and knowledge acquired in their student staff position to their future careers.

Career Checkpoint is underpinned by NACE's eight core competencies for career readiness. Some or all of these competencies are developed and honed through working in the student staff positions at West Texas A&M University. The eight core competencies include:

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

Additional information regarding the eight learning outcome domains can be found in the Marketable Skills Matrix on page 10 and 11 of this toolkit.
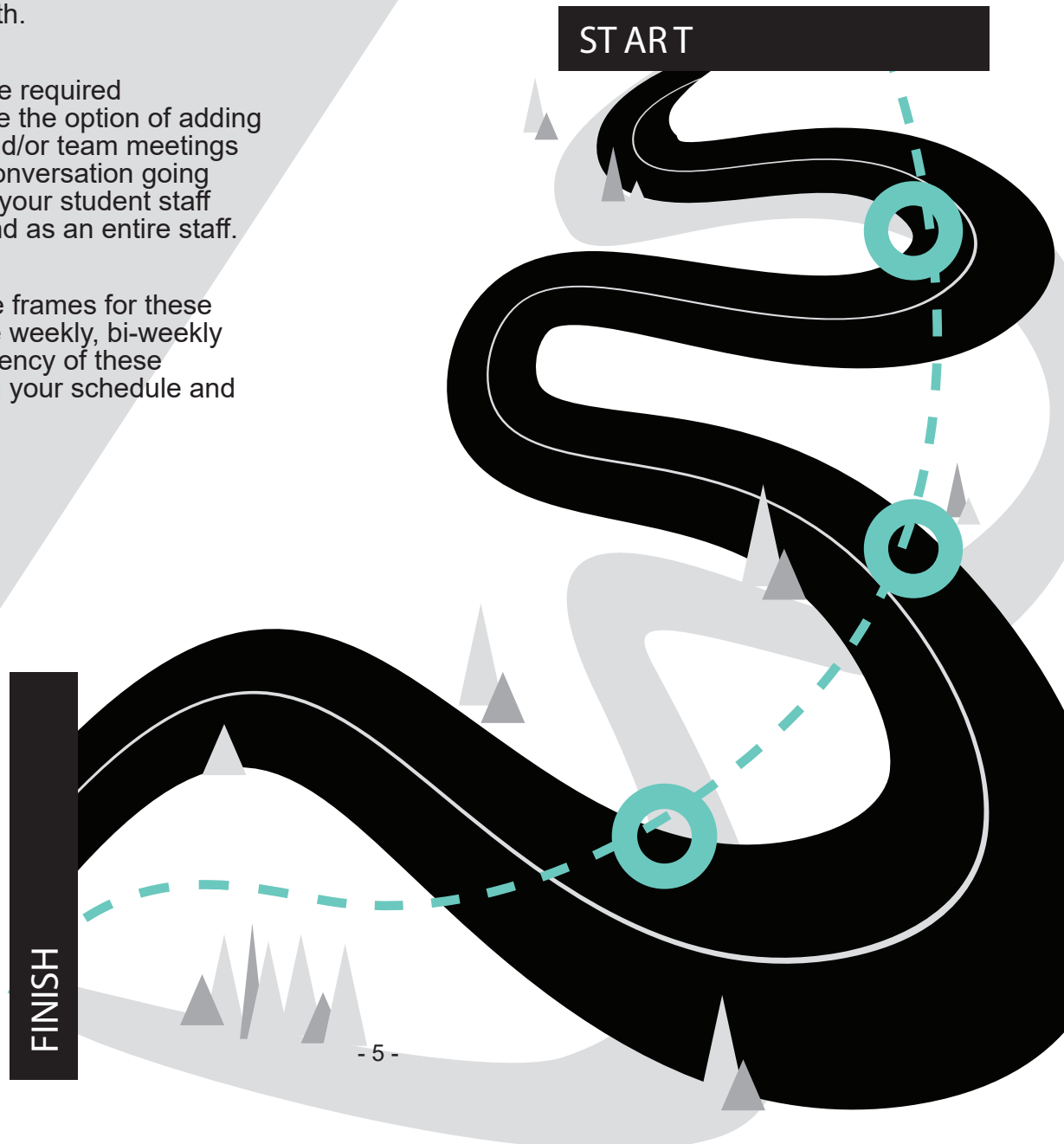
Career Checkpoint
An Overview

CHECKPOINTS 1-2-3 *required*:
Checkpoint meetings are individual
meetings with your student staff that
encourage conversation around
departmental goals, student goals, and the
marketable skills attached to each student
staff position.

Checkpoints #2 and #3 include a required
Development Review. These reviews will
assess the progress of your student staff
and will give each student an opportunity to
take a look at areas of success and areas
that need some growth.

In addition to the three required
checkpoints, you have the option of adding
more one-on-ones and/or team meetings
to keep a continual conversation going
around the growth of your student staff
both as individuals and as an entire staff.

Some suggested time frames for these
optional meetings are weekly, bi-weekly
or monthly. The frequency of these
meetings depends on your schedule and
management style.

START

FINISH

Why Career Checkpoint?

Career Checkpoint gives you, the supervisor, the opportunity to aid in the future success of our students! Not to mention, the time you spend with your student staff will encourage open conversations and stronger relationships in your department.

This developmental process will help your student staff identify the marketable skills they can offer their future employers and how they can articulate that in interviews and on their resumes.

In each of the Checkpoint Meetings, students will have an opportunity to talk about the skills they are developing. This conversation will empower your student staff to claim the skills that they are gaining through on-campus employment.
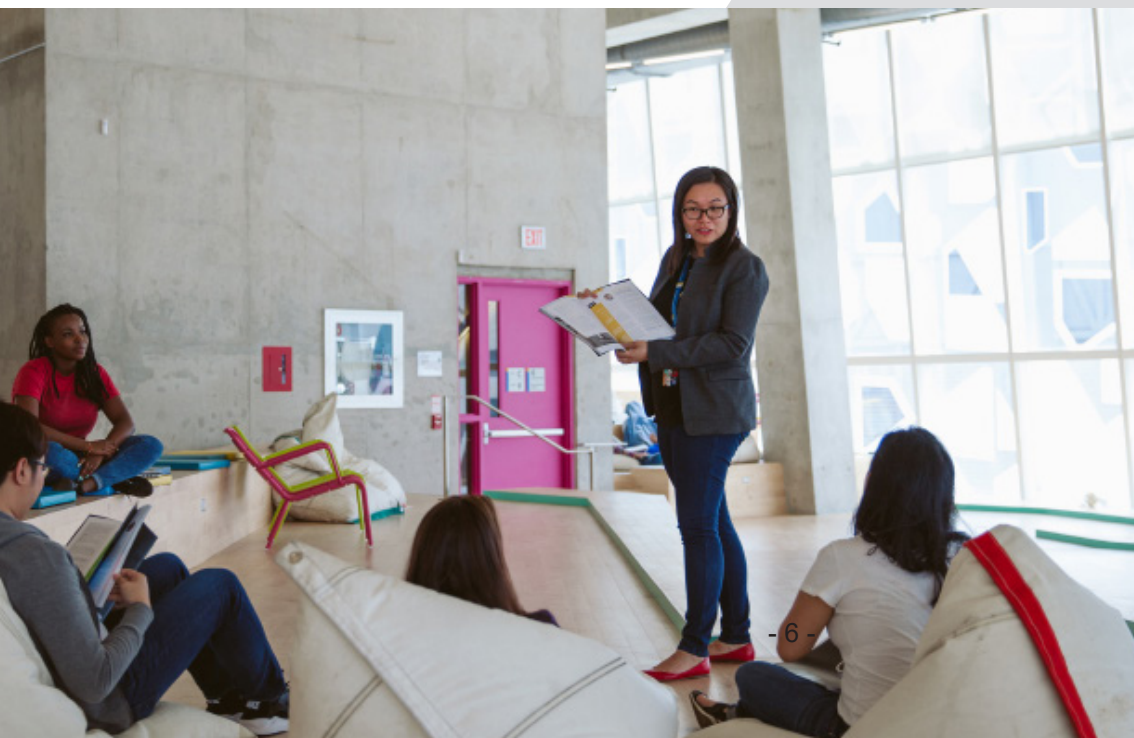
Checkpoint Meetings & Development Reviews - *Required*

Checkpoint meetings are meetings with your student staff that encourage conversation around departmental goals, student goals, and marketable skills attached to student staff positions.

The Development Review will break down each marketable skill and allow you and your student staff to see where there is opportunity for growth and development in each area.

To bring purpose to your student, as to how their staff role links to their academic experience and overall career goals, Checkpoints are to be put into practice as follows:

Checkpoint Occurrence	Likely Opportunity	Time of Year
Checkpoint #1 no Development Review	Beginning of student staff contract	September/January/May
Checkpoint #2 and Development Review	Midpoint of student staff contract	Late October/February/June
Checkpoint #3 and Development Review	End of student staff contract	December/April/August

* Timeline depicts a typical student staff contract period

In addition to the three required Checkpoints and Development Reviews, supervisors are also encouraged to incorporate one-on-one meetings and team meetings into their student staff supervision.

One-on-One Meetings - *Recommended*

Choose from weekly, bi-weekly, or monthly.

One-on-one meetings encourage open dialogue and conversations around the development and responsibilities of the student staff. One-on-one meetings can be weekly, bi-weekly, or monthly.

Weekly	An individual meeting with your student staff each week. Recommended length: 15-30 minutes
Bi-Weekly	An individual meeting with your student staff bi-weekly. Recommended length: 30 minutes - 1 hour
Monthly	An individual meeting with your student staff monthly. Recommended length: 1 hour
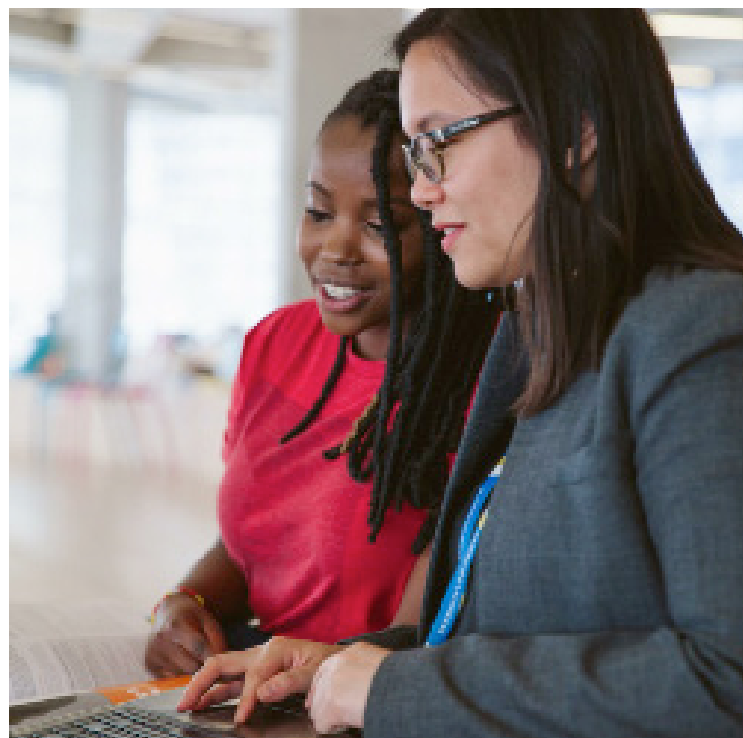
Team Meetings - *Recommended*
Choose from weekly, bi-weekly, or monthly.

Team meetings encourage group conversations around the roles, responsibilities, and progress of each student staff. Team meetings can be weekly, bi-weekly, or monthly:

Weekly	A team meeting with your entire student staff each week. Recommended length: 30 minutes
Bi-Weekly	A team meeting with all of your student staff bi-weekly. Recommended length: 30 minutes - 1 hour
Monthly	A team meeting with your entire student staff each week. Recommended length: 1 hour