

Advanced Technology Division

Assessing the Employability Skills Program Learning Outcome

The programs in the division train students for entry level employment. As such, a common program learning outcome is the student's ability to demonstrate the following employability skills:

1. Dependability
 - . Attends regularly
 - . Arrives on time
 - . Provides timely communications
2. Safety
 - . Understands and adheres to safety rules/regulations
 - . Maintains a clean and safe work area
 - . Safe and appropriate use of tools and equipment
 - . Identifies and reports unsafe conditions
3. Relations with Others
 - . Communicates well
 - . Follows instructions
 - . Accepts feedback and responds appropriately
 - . Works as a team member
 - . Works well with diversity
4. Quality of Work
 - . Continuously improves technical knowledge and skills
 - . Consistently completes accurate, thorough and acceptable work
 - . Accountable to production and service standards
5. Professional Qualities
 - . Representative of the business
 - . Dresses appropriately
 - . Courteous to others
 - . Provides good customer service
 - . Understands career pathways

Assessing these employability skills in the programs has been undocumented or inconsistent (other than in co-operative education). Therefore, the following division-wide employability assessment process will be available for implementation by the programs' faculty.

The College is an Extension of the Workplace

The faculty will emphasize to the students that a primary goal of the program is to prepare entry level employees for the workforce. As such, students in the program will be treated by the faculty as potential employees. All students will be considered "probationary employees" until they are promoted to an "entry level employee" status. This promotion is earned through a formal performance review. Students who exit the

program with the “entry level employee” status will receive an employability skills certificate from the program and are eligible for faculty recommendations.

The Performance Review Process

During the middle of the program, a student may initiate an employee performance review. The student will prepare a self-evaluation based on the employability skills listed above and other criteria as identified by the faculty (portfolio, resume). This self-evaluation will be submitted to the faculty for review. The faculty will schedule a formal performance review based on the self-evaluation. During the review, the faculty will assume the role of the student’s employment supervisor and provide performance feedback to the student. Based on the overall assessment of the student’s employability skill attainment, the faculty may promote the student to the “entry level employee” status. A student who is at the ‘entry level employment’ status may lose that status for failing to maintain employability skill standards as documented by the faculty. If the student is not promoted or loses their promotion, the faculty will document corrective activities that may qualify the student for promotion.

Performance Indicators

70% of the students will initiate a performance review after completing 30 credits in the program. Of these students, 90% will be promoted to and exit with the “entry level employee” status.

The program’s advisory committee will annually review the program outcomes performance indicators to validate the reliability and effectiveness of the assessment methods.