

PILOT - Career Coaching Protocol 30-minute sessions

Intake (Initiation)

- Welcome and introductions (establish rapport, credibility)
- Where are you in the career development process/Hire U @USG?
 - Do you have the Hire U @ USG App powered by Suitable? Download instructions available [here](#).
 - Have you completed your Self-Assessment in Hire U? (Available in the Hire U app as **Complete a Career Self-Assessment**)
 - Have you begun a [Student Success Plan](#)?

Student Success Plan (Setting Goals & Action Planning)

- Complete the fillable PDF [Student Success Plan](#) in partnership with the student
- First, discuss their career objective upon graduation. Why have they chosen this industry/job type?
- Next, review Self-Assessment results and begin Student Success Plan together:
 - Hire U Self-Assessment results
 - Did you find taking the self-assessment easy/difficult? Were you honest/critical with yourself?
 - What do these results say to you?
 - Can I help you to review any specific competency for clarity or do you have other questions?
 - SMART Goals
 - Let's create or review the SMART goals you have established – are they on target? Are they SMART?
 - Which of the 9 competencies do you think you should focus on this semester; let's see what may align best with the current goals.
 - Review available activities in Hire U (filtering for the competency or competencies the student would like to focus on) and suggest 3 or more options based on the students availability and interests
 - To help address ([stated goals](#)) you may also wish to take assessments that will assist you more in the identification of your interests, values and abilities. Examples include:
 - [Focus2](#) (ACCESS CODE: USG)
 - Career Coach, MAPP, ONET, Pymetrics, Career Strengths Test, Big Five Personality Test, BuzzFeed (See resource guide for links and more info)
- Are there any other issues that can be addressed or resources shared to assist this student?
 - [Food access](#)
 - [Financial aid](#)
 - [Mental/emotional support](#)
 - Any referrals that need to be made?
- Please share contact information with the student so they can reach out with any other needs throughout the semester. Establish the expectation that we would like to see them every semester to update the Success Plan.

Next Steps, Action Items (Implementation, Ongoing Reassessment)

- Save and share the completed Student Success Plan PDF with the student via email
- Handouts, Take Away for Student (TBD)
- Quick recap of the To Do's – Next Steps for the student (and Coach if applicable)
- Remind/encourage student to engage throughout the semester to get advice, update plans, etc.
- Remind/encourage to come back next semester to update goals and action plans.