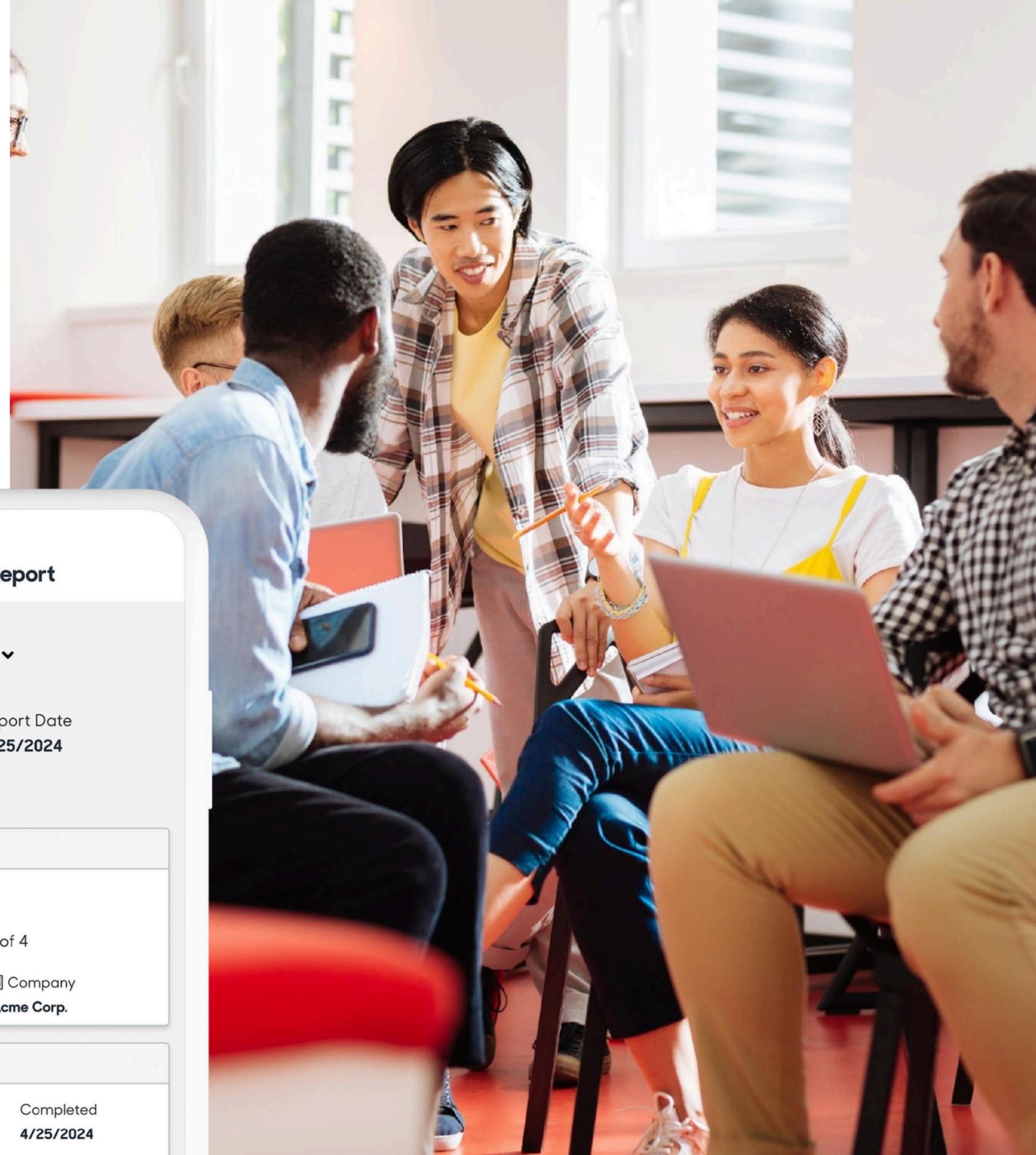




December 2nd, 2024 NACE Ready Observer Form Release Kit

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**Suitable**
Career Readiness Report

 **Ivan Intern** ▾

Major	Year	Report Date
Finance	Junior	4/25/2024

Your Overall Rating ⓘ

3.25 out of 4

 Work Experience	 Company
Internship	Acme Corp.

Observers ⓘ

Ollie Observer	Completed
Director of Finance	4/25/2024

December 2nd, 2024
NACE Ready Observer Form Release Kit

Summary of Changes



With this release, NACE Ready partners can now utilize the Career Readiness Observer Assessment to request feedback about students from employers, internship supervisors, and anyone else that could assess a student's career readiness. This new Form includes:

- Ability to assign Observers
- Ability to email Form to Observers
- Ability to track completion of Form by Observers
- Ability to view Form responses

[Read the detailed Support Article here.](#)

Career Readiness Observer Assessment

Powered by:  + 

Career Readiness Observer Assessment

Instructions

This rubric is intended to assess student proficiency in Career & Self-development. To use the rubric, review the competency definition and behaviors, then select the score that corresponds to your observations of the student.

- 1. Emerging Knowledge:** The student has an emerging awareness of the behavior, its importance, and related concepts.
- 2. Understanding:** The student expresses or shows an understanding of the behavior and related concepts.
- 3. Early Application:** The student sometimes applies the behavior.
- 4. Advanced Application:** The behavior is consistent and integrated into the student's workplace behaviors.

Use the N/O column when the dimension is Not Observed and/or you do not have enough information to assess. Consider students with disabilities and neurodiverse needs and provide reasonable accommodations as appropriate.

Observer Disclaimer Required*

Please note: You are responding as an individual who observed an individual and not as a representative of any company or organization.

Check the box below to consent

I, consent.

Ability to assign Observers

1. Navigate to the Forms tab
2. View Responses
3. Add Observer
4. Upload Observer File

Suitable Ready

+ Create New Form

All Forms My Forms Archived Forms My Responses

All Forms

Audience type Privacy My submission status

Last Updated Date Created Title Published At

Career Readiness Observer Assessment						
Date Created	Last Updated	Published At	Archived At	Audience Type		
12/02/24	12/03/24	12/03/24	N/A	Organization		

- Preview form
- Edit form
- Archive form
- Export Responses
- View Responses

Super Fun Form						
Date Created	Last Updated	Published At	Archived At	Audience Type	Public Access	Created by
10/22/24	10/22/24	10/22/24	N/A	Organization	Private	Nick Reiter

Lucky Strike Holiday Party RSVP						
Date Created	Last Updated	Published At	Archived At	Audience Type	Public Access	Created by
10/19/24	10/21/24	10/19/24	N/A	Organization	Private	Natalie Chadwell

Career Readiness Student Assessment

Start

Help



Career Readiness Observer Assessment / Responses

Responses & Collection

Export these form responses as an Excel XLSX.

Add Respondents

Search for a user's name or email

Status

Response/Sent Date

Get response report from search

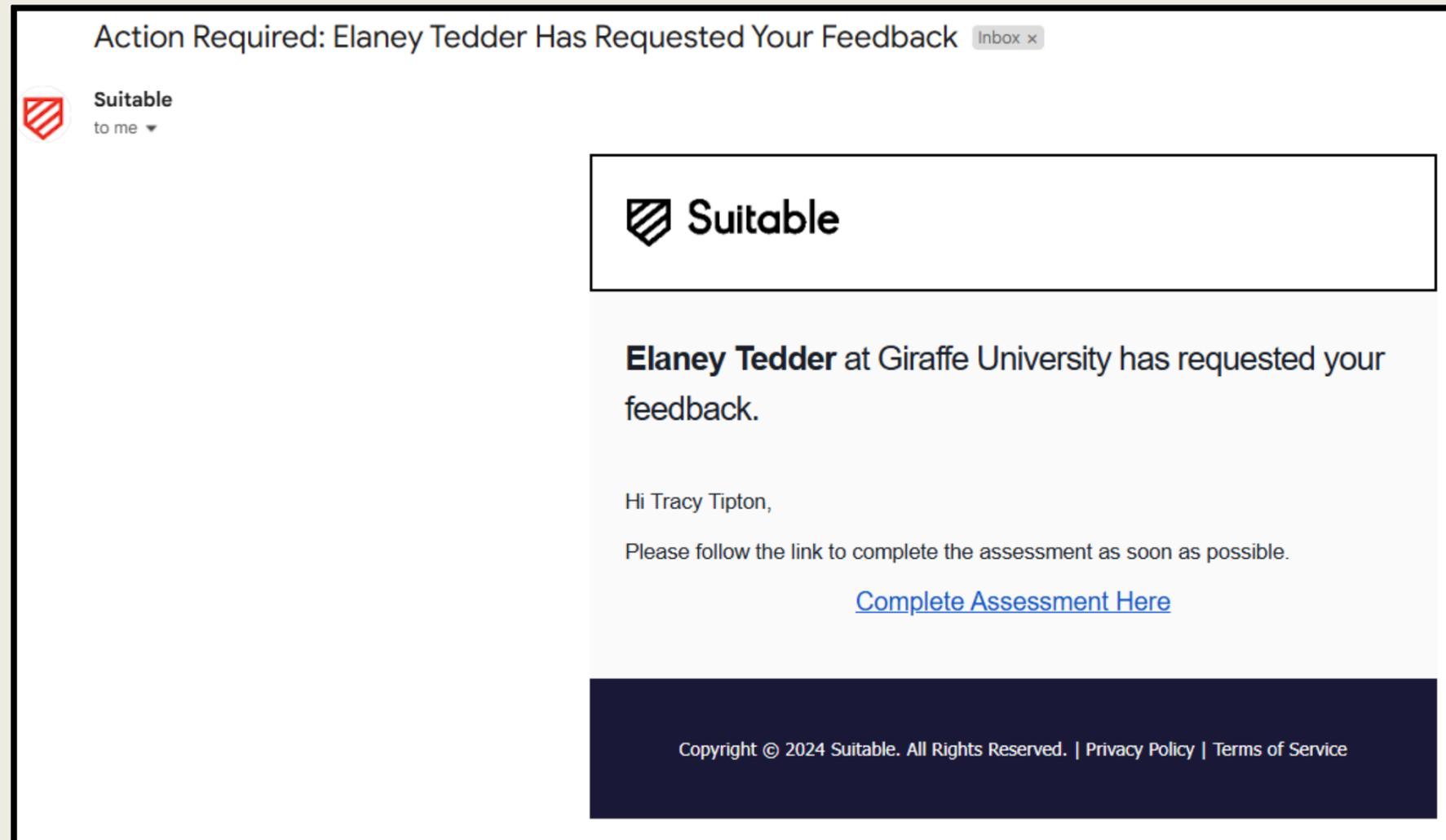
0 Responses

No form responses have been found that match your filters

Help

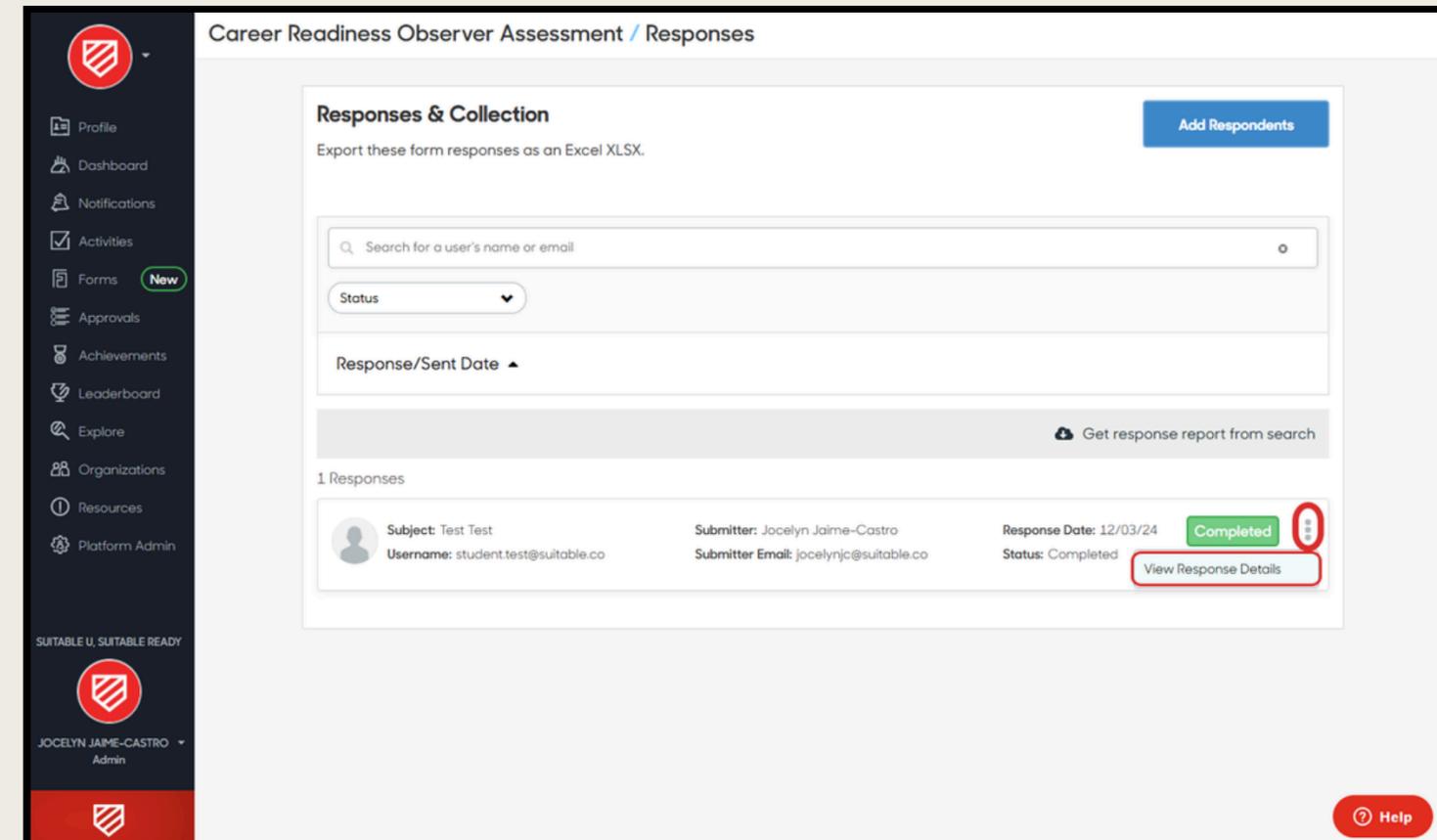
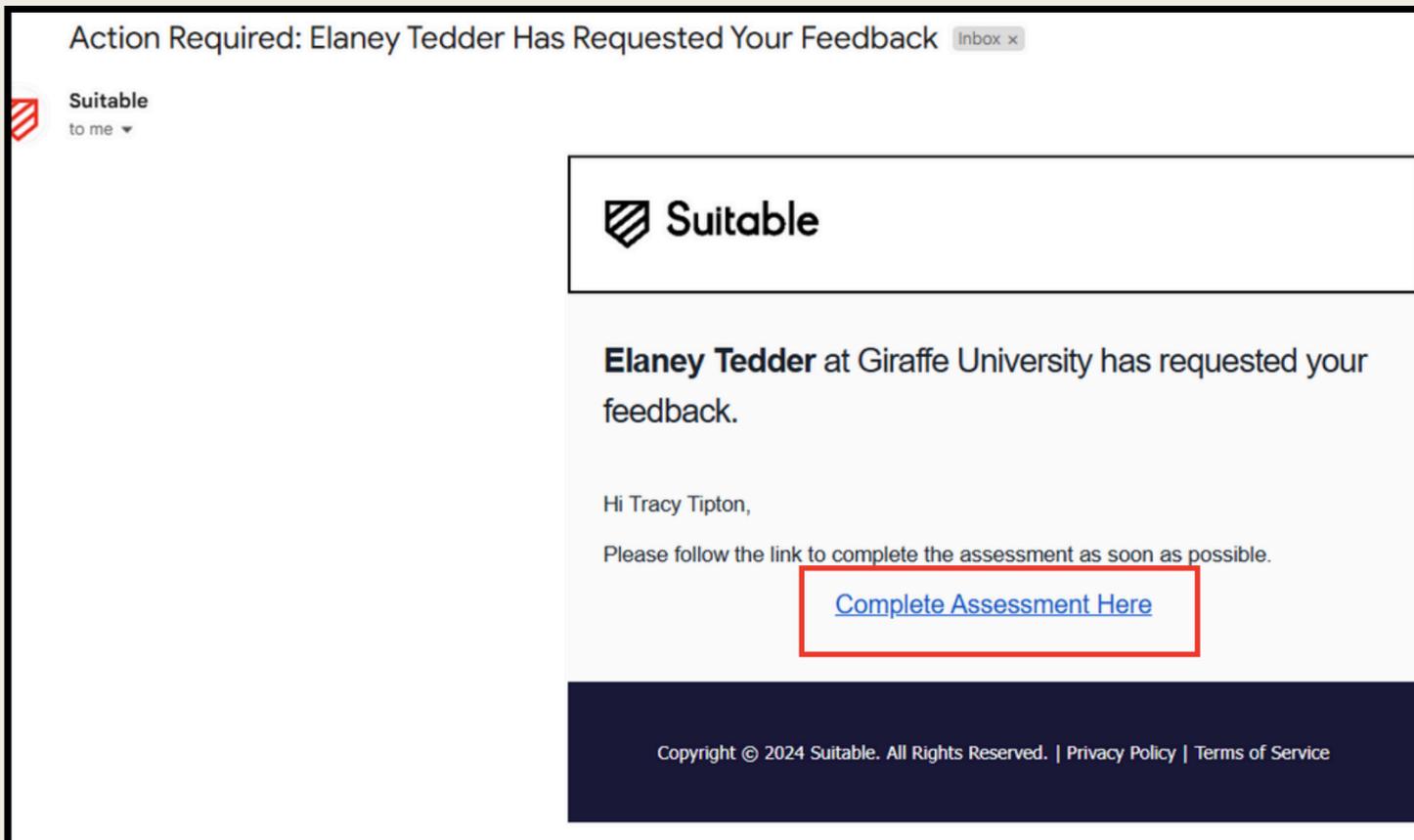
Ability to email Form to Observers

- 1.Import Observers
- 2.Email Notification Sent to Observers Automatically



Ability to track completion of Form by Observers

1. Observer clicks Assessment link
2. Once completed, status in Suitable changes



Ability to view Form responses

1. Navigate to Form
2. View Responses
3. View specific Response Details

Career Readiness Observer Assessment / Responses

Responses & Collection

Export these form responses as an Excel XLSX. [Add Respondents](#)

Search for a user's name or email

Status

Response/Sent Date

Get response report from search

1 Responses

	Subject: Test Test Username: student.test@suitable.co	Submitter: Jocelyn Jaime-Castro Submitter Email: jocelynjc@suitable.co	Response Date: 12/03/24 Status: Completed	View Response Details
--	--	---	--	---------------------------------------

SUITABLE U, SUITABLE READY

JOCELYN JAIME-CASTRO
Admin

Help

December 2nd, 2024
NACE Ready Observer Form Release Kit

NACE Ready Observer Workflow Slide Deck



NACE Ready: The Career Readiness Report

Observer Workflow



 Suitable
Career Readiness Report

 Ivan Intern ▾

Major	Year	Report Date
Finance	Junior	4/25/2024

Your Overall Rating ⓘ

3.25 out of 4

 Work Experience	 Company
Internship	Acme Corp.

Observers ⓘ

Ollie Observer	Completed
Director of Finance	4/25/2024

Step 1a - Upload Respondents (Observer) Information

Find your Observer form

1. Click the menu (ellipsis)
2. Click **View Responses**
3. From here, you can **Add Respondents** and view statuses for previously uploaded respondents

Date Created	Last Updated	Published At	Archived At	Audience Type	
12/02/24	12/03/24	12/03/24	N/A	Organization	<ul style="list-style-type: none">Preview formEdit formArchive formExport ResponsesView Responses
Career Readiness Student Assessment					

Responses & Collection

Export these form responses as an Excel XLSX.

Add Respondents

Search for a user's name or email

Status ▾

Response/Sent Date ▲

Get response report from search

0 Responses

No form responses have been found that match your filters

Step 1 - Student Can Share Alternative Observer Information (if you want them to; otherwise this survey will be omitted)

The student can fill in the following form:

****You will need to review & approve this and upload that observer information; filling in **this form will not automatically trigger an email** to be sent to the observer (for right now).**

Assign an Observer

Observer's First Name Required*

Observer's Last Name Required*

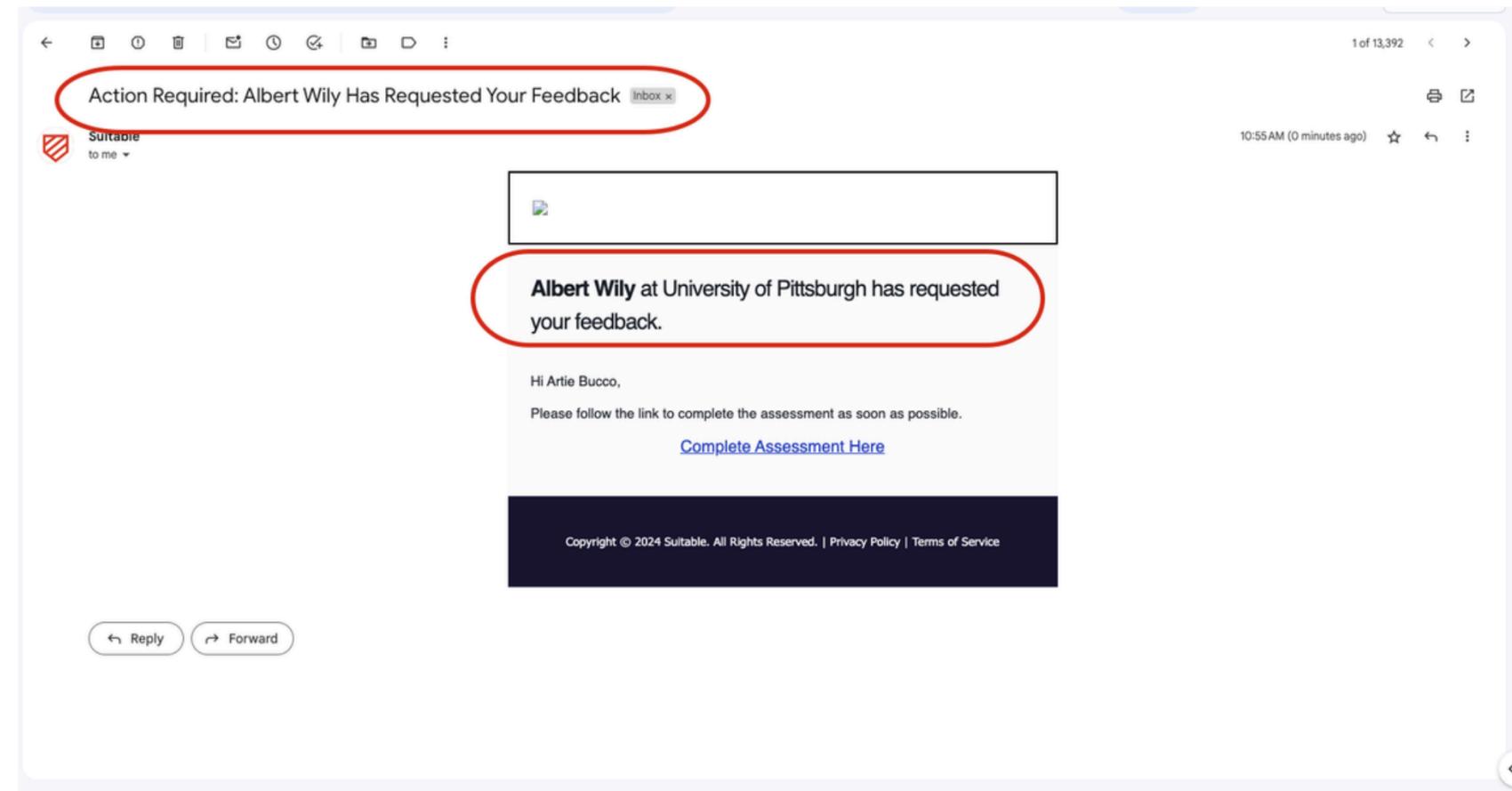
Observer's Email Required*

*Must enter a valid email address

What best represents your relationship to this Observer? Required*

Step 2 - Observer Receives Email Notification

The observer will receive the following email with subject line
“**Action Required: *STUDENT NAME* Has Requested Your Feedback**”



Step 3 - Observer Takes the Assessment

Career Readiness Observer Assessment

Powered by:  +  Suitable

Career Readiness Observer Assessment

Instructions

This rubric is intended to assess student proficiency in Career & Self-development. To use the rubric, review the competency definition and behaviors, then select the score that corresponds to your observations of the student.

1. **Emerging Knowledge:** The student has an emerging awareness of the behavior, its importance, and related concepts.
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4. **Advanced Application:** The behavior is consistent and integrated into the student's workplace behaviors.

Use the N/O column when the dimension is Not Observed and/or you do not have enough information to assess. Consider students with disabilities and neurodiverse needs and provide reasonable accommodations as appropriate.

Observer Disclaimer

Required*

Please note: You are responding as an individual who observed an individual and not as a representative of any company or organization.

Check the box below to consent

I, consent.

Step 4a - Administrators can view & monitor observer completions

Responses & Collection Add Respondents

Export these form responses as an Excel XLSX.

Status ▼

Response/Sent Date ▲

📄 Get response report from search

2 Responses

	Subject: Johnny Appleseed Username: student.suitable.9@suitable.co	Submitter: Angela Hersch Submitter Email: angela@suitable.co	Sent Date: 12/03/24 Status: Sent Sent
	Subject: Test Test Username: student.test@suitable.co	Submitter: Jocelyn Jaime-Castro Submitter Email: jocelynjc@suitable.co	Response Date: 12/03/24 Status: Completed Completed ⋮

Step 4b - Administrators can re-send reminders

- Filter for **Status = Sent** (not completed)
- Click the link **Get response report from search**
- Open the Excel file and delete all columns except: **Subject Username, Respondent Username, Respondent First Name, Respondent Last Name**
- Re-import the data

The screenshot shows the 'Responses & Collection' interface. At the top right is a blue 'Add Respondents' button. Below the title, it says 'Export these form responses as an Excel XLSX.' There is a search bar with the placeholder text 'Search for a user's name or email'. Below the search bar is a dropdown menu for 'Status', which is highlighted with a red box. Below the dropdown is a 'Response/Sent Date' filter. At the bottom right, there is a button with a download icon and the text 'Get response report from search', also highlighted with a red box. Below this, it says '2 Responses'. The first response card shows: Subject: Johnny Appleseed, Username: student.suitable.9@suitable.co, Submitter: Angela Hersch, Submitter Email: angela@suitable.co, Sent Date: 12/03/24, Status: Sent, and a 'Sent' button. The second response card shows: Subject: Test Test, Username: student.test@suitable.co, Submitter: Jocelyn Jaime-Castro, Submitter Email: jocelynjc@suitable.co, Response Date: 12/03/24, Status: Completed, and a 'Completed' button.

Step 5 - Administrators will have access to pull the observer data

- **Only administrators** will be able to see the observer responses and feedback at this time
 - *(Based on Task Force feedback since we cannot hide any specific question responses from the student yet)*
- Proposed workflow if you want to share the feedback with the student:
 - Export Responses for the Observer form
 - Delete any custom question/response data that you do not want to share with the student
 - Use a mail merge to send the feedback to the student

The screenshot displays the 'Responses & Collection' interface. At the top right is a blue 'Add Respondents' button. Below the title, it says 'Export these form responses as an Excel XLSX.' There is a search bar with the placeholder 'Search for a user's name or email', a 'Status' dropdown menu, and a 'Response/Sent Date' dropdown menu. A red box highlights a button labeled 'Get response report from search' with a download icon. Below this, it shows '1+ Responses'. A response card is visible with the following details: Subject: Test Test, Username: student.test@suitable.co, Submitter: Jocelyn Jaime-Castro, Submitter Email: jocelynjc@suitable.co, Response Date: 12/03/24, Status: Completed. A green 'Completed' badge and a three-dot menu icon are also present. A red box highlights the 'View Response Details' button at the bottom right of the card.