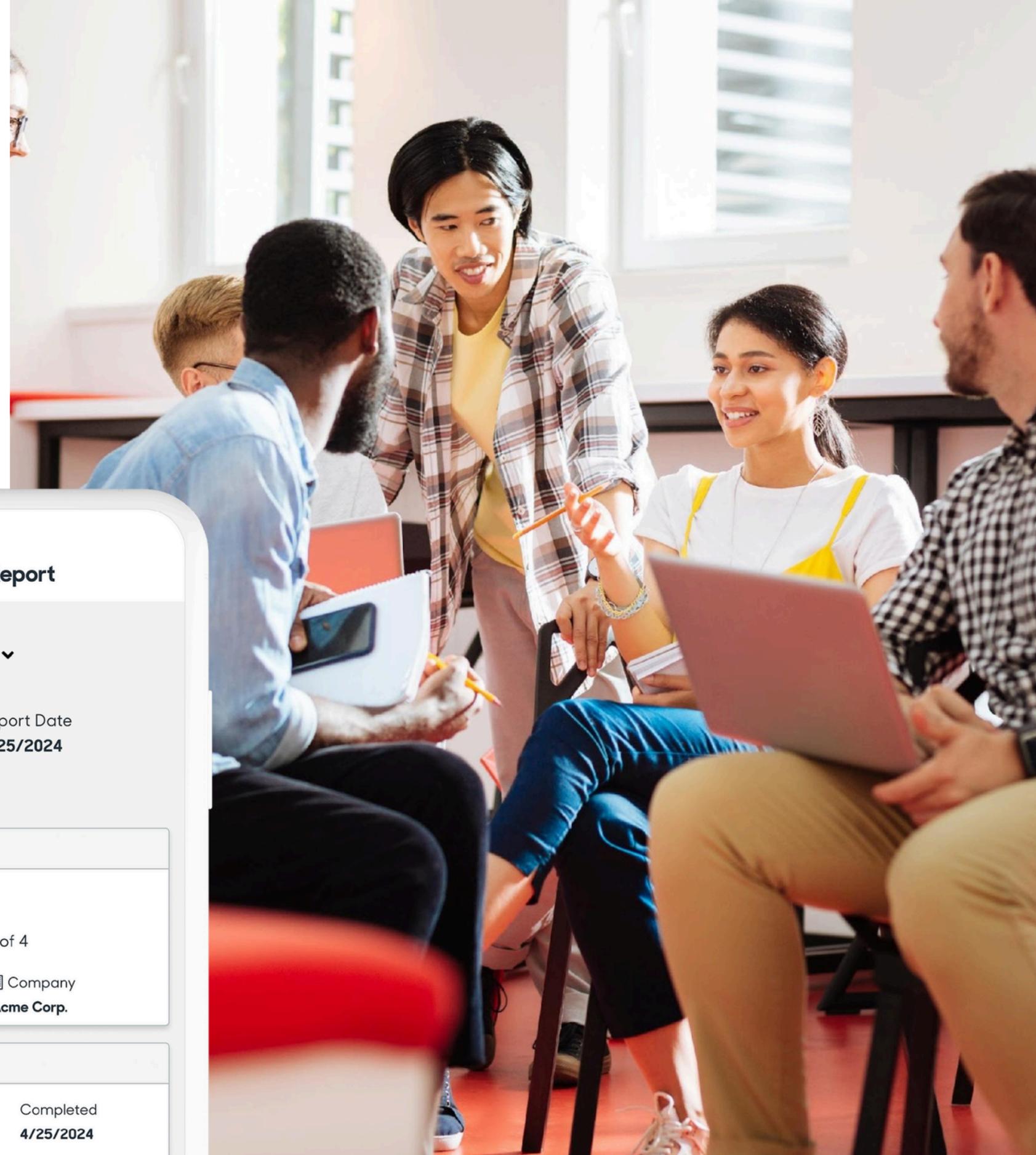




February 8th, 2025 Release Kit

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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

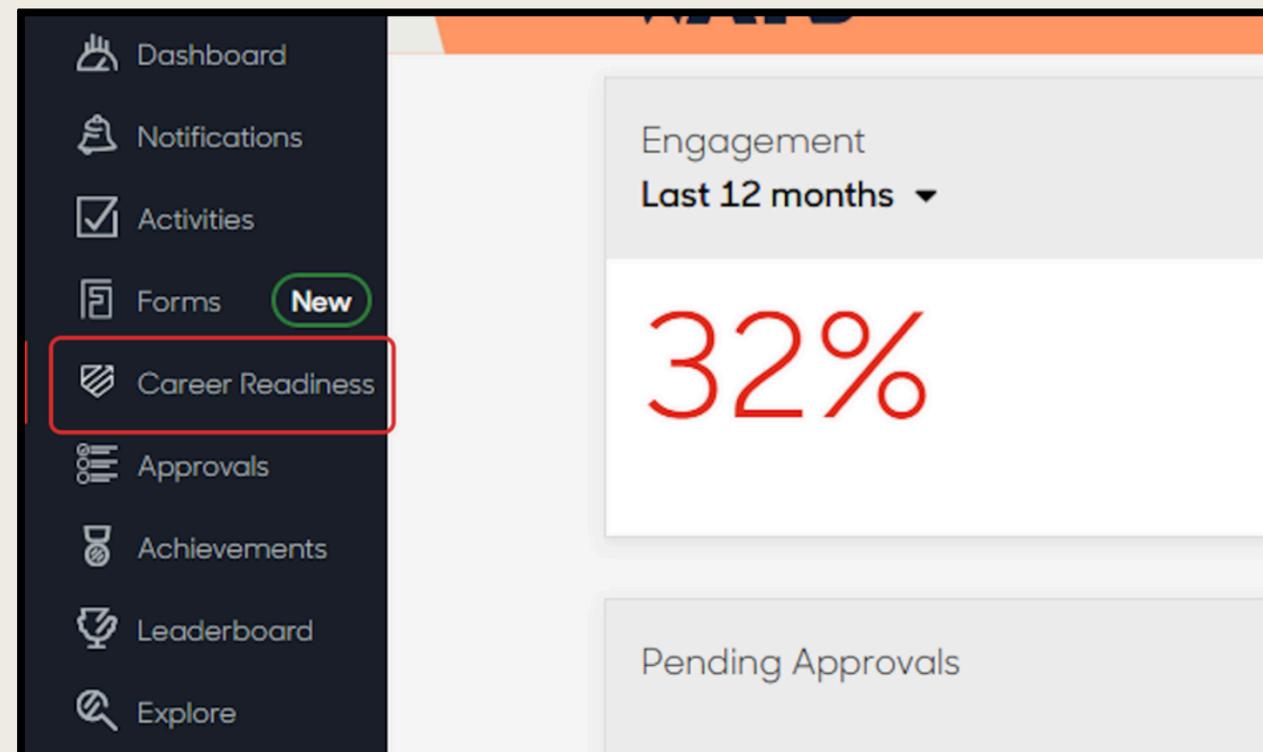
February 8th, 2025 Release Kit

Summary of Changes



With this release, partners who use NACE Ready are able to create multiple groups for NACE Forms, allowing for custom questions depending on the student group. Partners can now also resend assessment requests to Observers in bulk or individually. Finally, students can view the status of their NACE Observer assessment and add an Observer to complete the NACE Observer assessment. Associated support articles are below:

- [NACE Form Groups & Introduction of Career Readiness tab](#)
- [Ability to Resend NACE Observer Forms](#)
- [Ability to View Status of NACE Observer Assessment for Students](#)
- ['Assign Observer' NACE Form for Students](#)



NACE Form Groups & Introduction of Career Readiness tab

- All 4 NACE Forms are now available under the Career Readiness tab in Suitable.
- NACE Forms are grouped together, allowing Form customization to certain student groups
- Form Groups can be renamed, archived, or deleted.

The screenshot displays the Suitable user interface. On the left is a dark sidebar with navigation options: Dashboard, Notifications, Activities, Forms (with a 'New' badge), Career Readiness (highlighted with a red box), Approvals, Achievements, Leaderboard, and Explore. The main content area shows an 'Engagement' card for the 'Last 12 months' with a large '32%' value, and a 'Pending Approvals' card below it. On the right, the 'Career Readiness' section is active, featuring a search bar and a table of assessment forms. The table lists four forms: 'Assign Observer', 'Career Readiness Assessment - Demographic Survey', 'Career Readiness Observer Assessment', and 'Career Readiness Student Assessment - 0006'. Each row includes columns for Date Created, Last Updated, Published At, Archived At, Audience Type, Public Access, and Created by. A 'Help' button is visible at the bottom right of the table area.

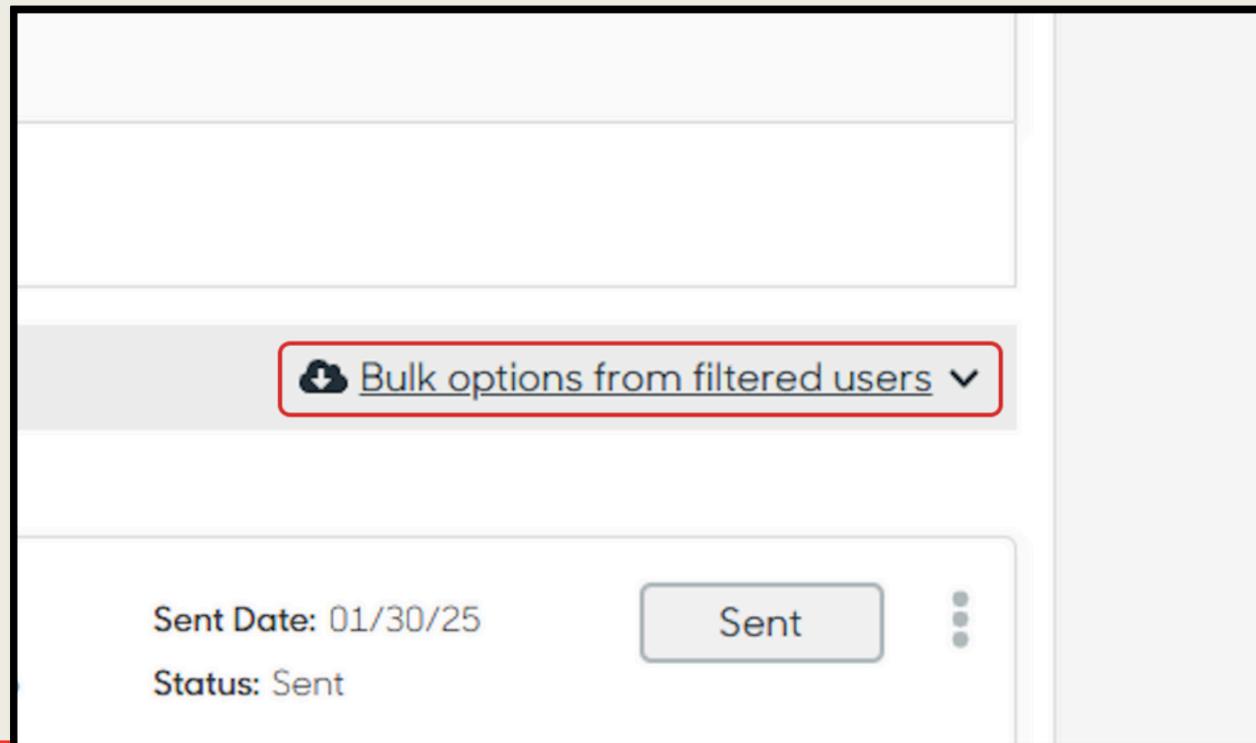
Date Created	Last Updated	Published At	Archived At	Audience Type	Public Access	Created by
02/06/25	02/06/25	N/A	N/A	Pathway	Private	Josh Test
02/06/25	02/06/25	N/A	N/A	Pathway	Private	Josh Test
02/06/25	02/06/25	02/06/25	N/A	Pathway	Private	Josh Test
02/06/25	02/06/25	N/A	N/A	Pathway	Private	Josh Test

Ability to Resend NACE Observer Forms

1. You can now resend Observer Requests for the NACE Observer Form in 2 ways: bulk or individually.

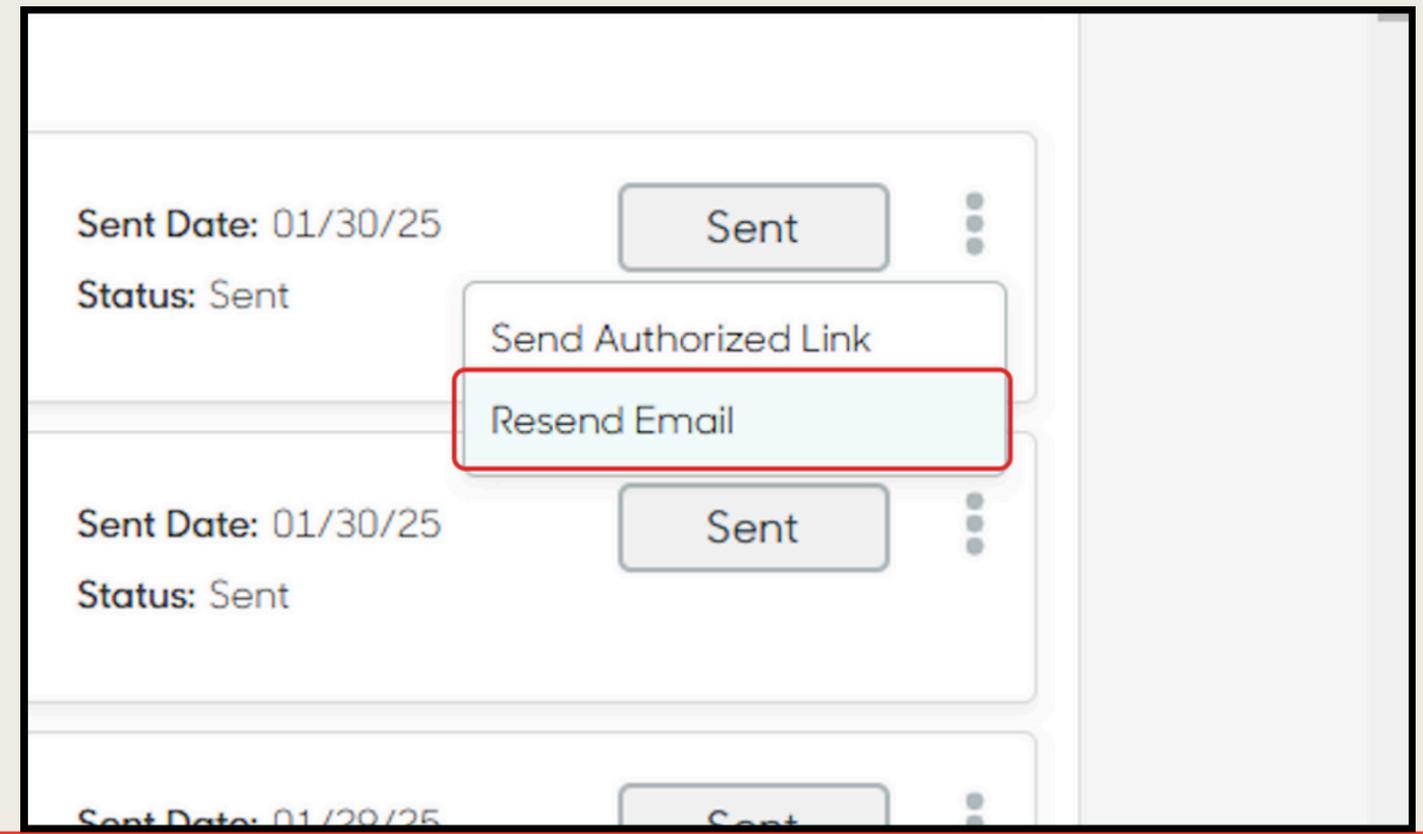
In Bulk

- Filter for Status = Sent
- Click the link Bulk options from filtered users; Send Reminders
- Make sure you have the right population of Observers to send the reminder to, then click 'Send Links'



Individually

- Filter for **Status = Sent**
- Locate the Observer request that you want to resend
- Click three dots, then '**Resend Email**'



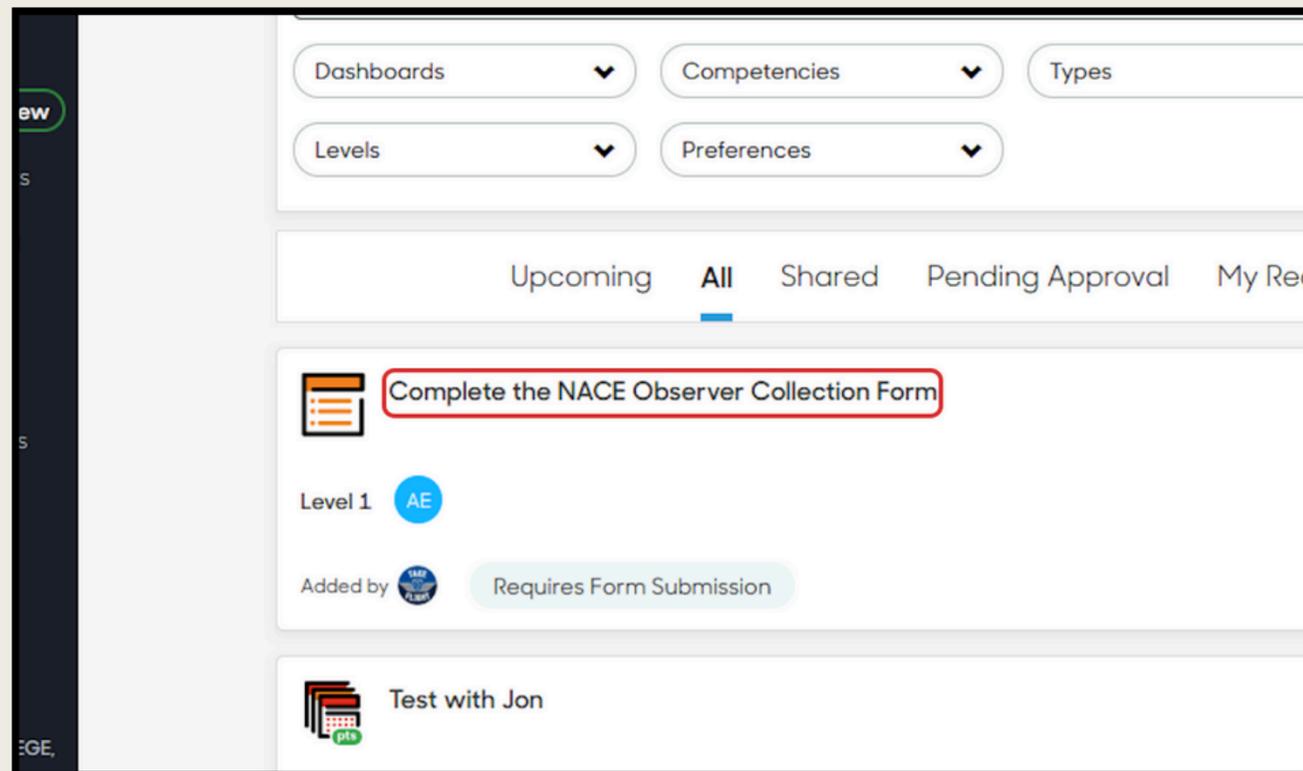
Ability to View Status of NACE Observer Assessment for Students

- Students can now view the status of their NACE Observer Assessment after sending the assessment to an Observer.
 - **Note that students cannot see the response for this Form, only if it has been Sent or Completed.**

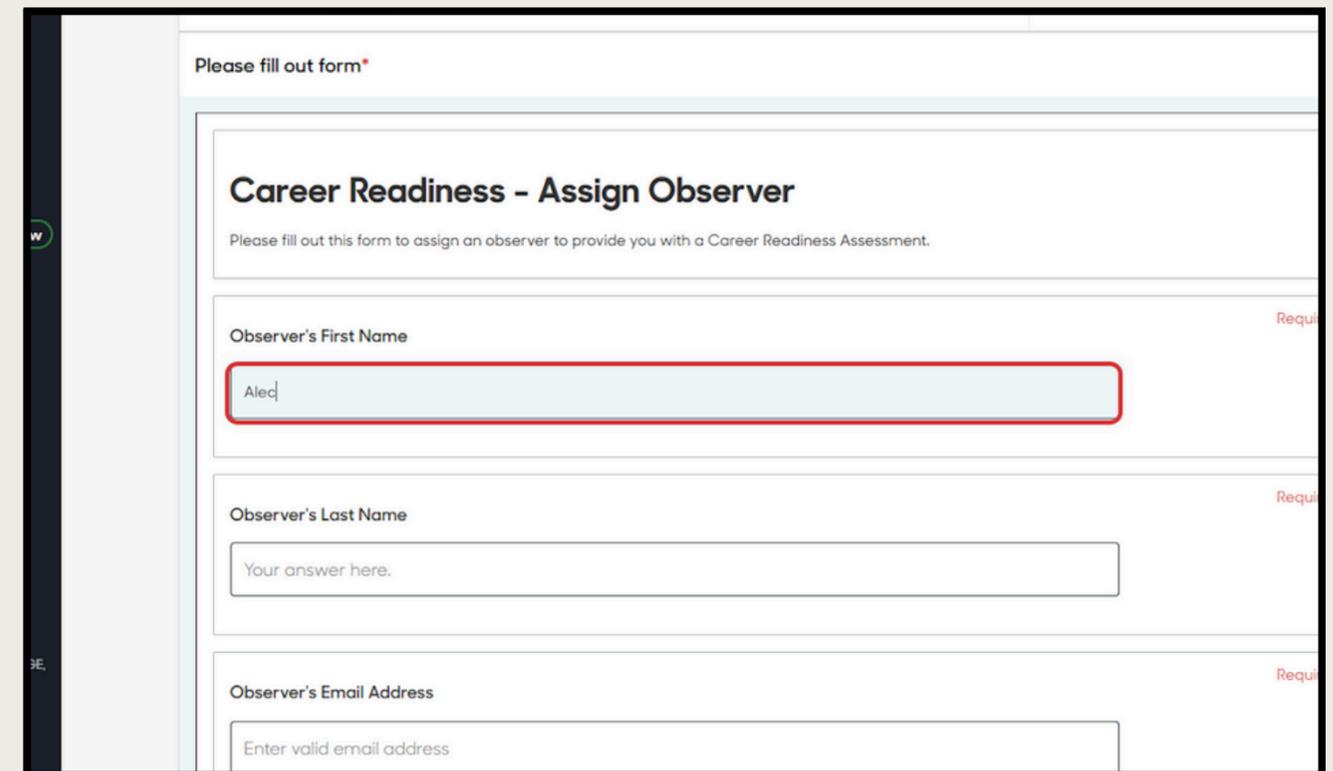
 Subject: Josh Test Username: josh.c@suitable.co	Submitter: Josh Test Submitter Email: josh.c@suitable.co	Response Date: 01/24/25 Status: Completed	Completed	⋮
 Subject: Josh Test Username: josh.c@suitable.co	Submitter: Josh Test Submitter Email: jcocc123@suitable.co	Response Date: 01/24/25 Status: Completed	Completed	⋮
 Subject: student tester Username: student.test@suitable.co	Submitter: donny drama Submitter Email: 134-donny11@suitable.co	Sent Date: 01/23/25 Status: Sent	Sent	⋮

'Assign Observer' NACE Form for Students

- Students can now add Observers to the NACE Observer Assessment via Activity or Direct Link.



This screenshot shows a dashboard interface with a navigation menu on the left containing 'ew', 'S', 'S', and 'EGE'. The main content area has filter buttons for 'Dashboards', 'Competencies', 'Types', 'Levels', and 'Preferences'. Below these are tabs for 'Upcoming', 'All', 'Shared', 'Pending Approval', and 'My Rec'. A red box highlights the activity 'Complete the NACE Observer Collection Form'. Below this activity, it shows 'Level 1' with a blue 'AE' badge, 'Added by' with a profile icon, and a 'Requires Form Submission' status.



This screenshot shows the 'Career Readiness - Assign Observer' form. The title is 'Career Readiness - Assign Observer' and the instruction is 'Please fill out this form to assign an observer to provide you with a Career Readiness Assessment.' The form contains three required fields: 'Observer's First Name' (with 'Alec' entered), 'Observer's Last Name' (with 'Your answer here.' as a placeholder), and 'Observer's Email Address' (with 'Enter valid email address' as a placeholder). Each field has a 'Required' label on the right.

February 7th, 2025 Release Kit

Updated 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

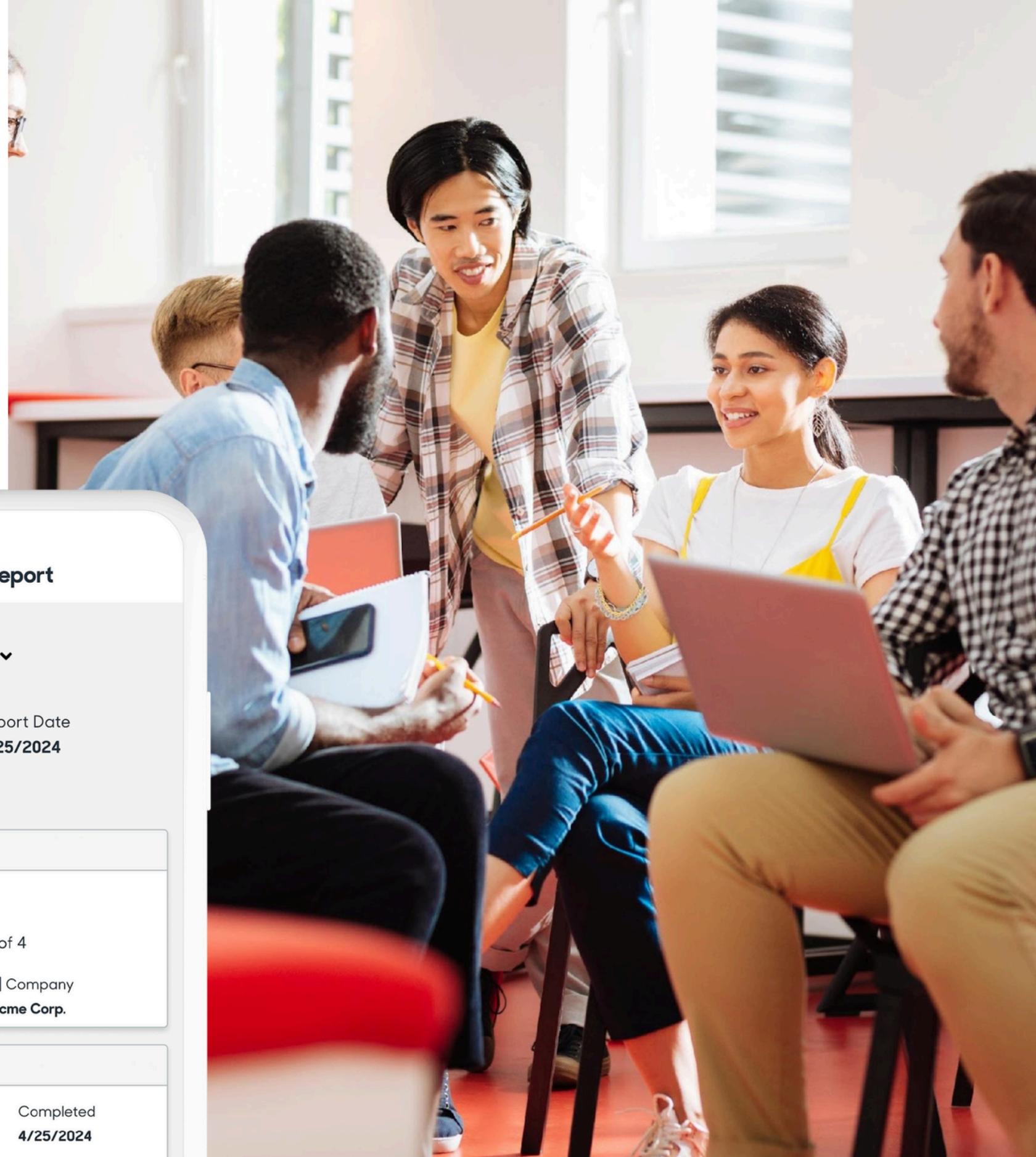
Your Overall Rating ⓘ

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 1b - Student Assigns Observer via Activity

You can add the 'Assign Observer' form to an activity for the student to complete.

Note that students cannot complete this form unless the direct link is sent or it is added to an activity.

Please fill out form*

Career Readiness - Assign Observer

Please fill out this form to assign an observer to provide you with a Career Readiness Assessment.

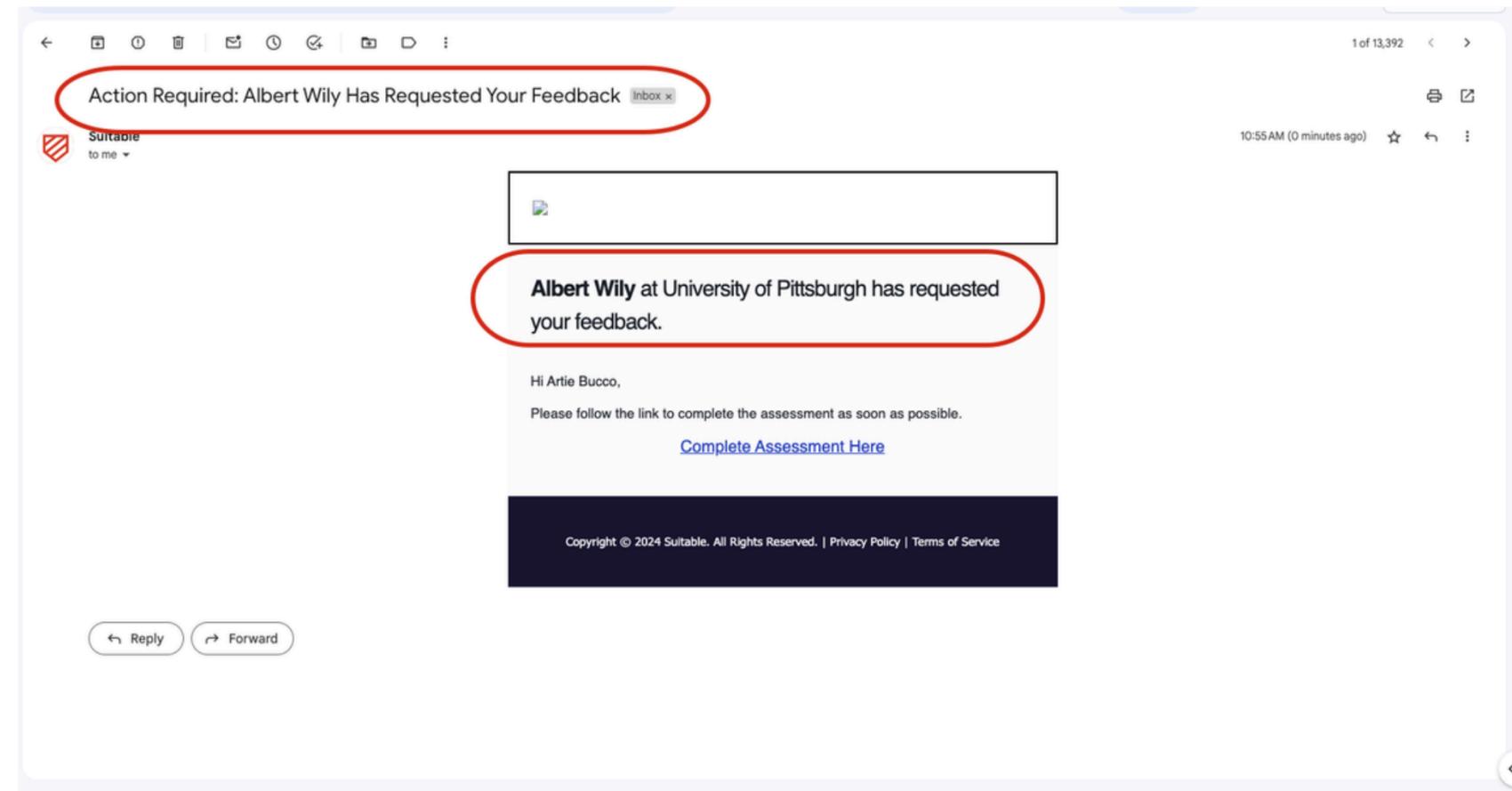
Observer's First Name Required

Observer's Last Name Required

Observer's Email Address 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.
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.

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](#)

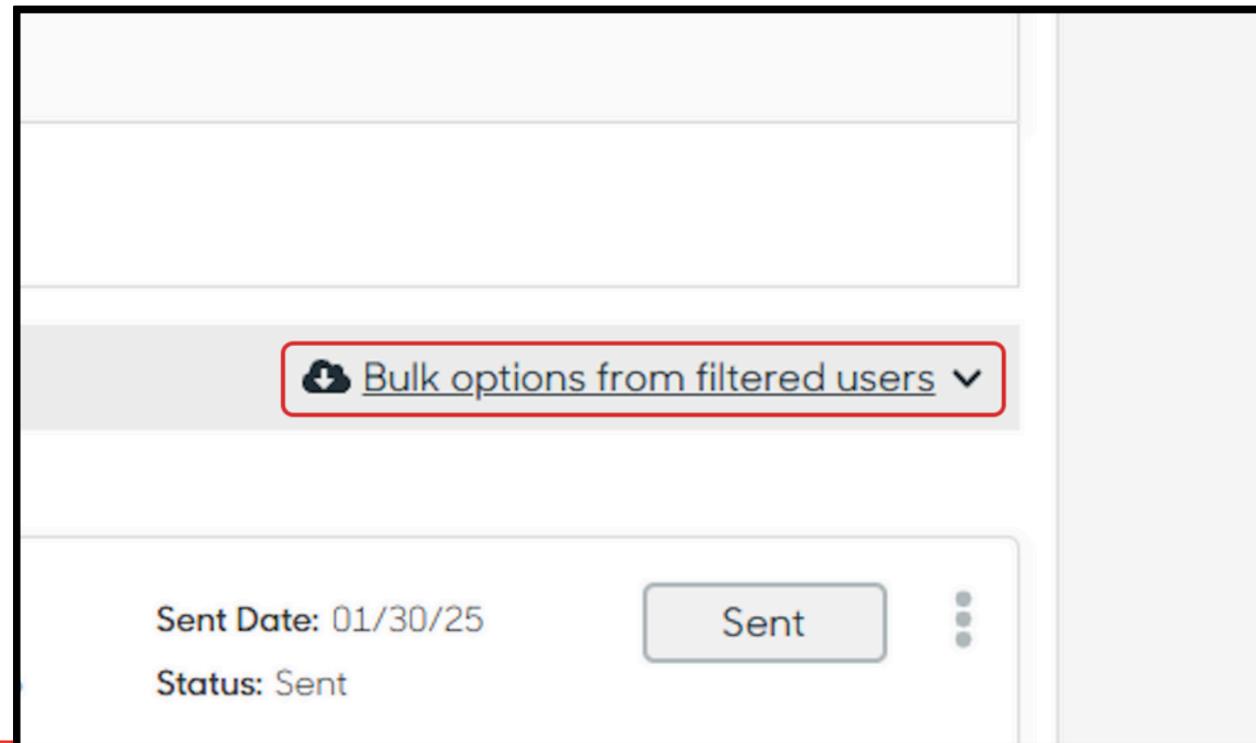
2 Responses

	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

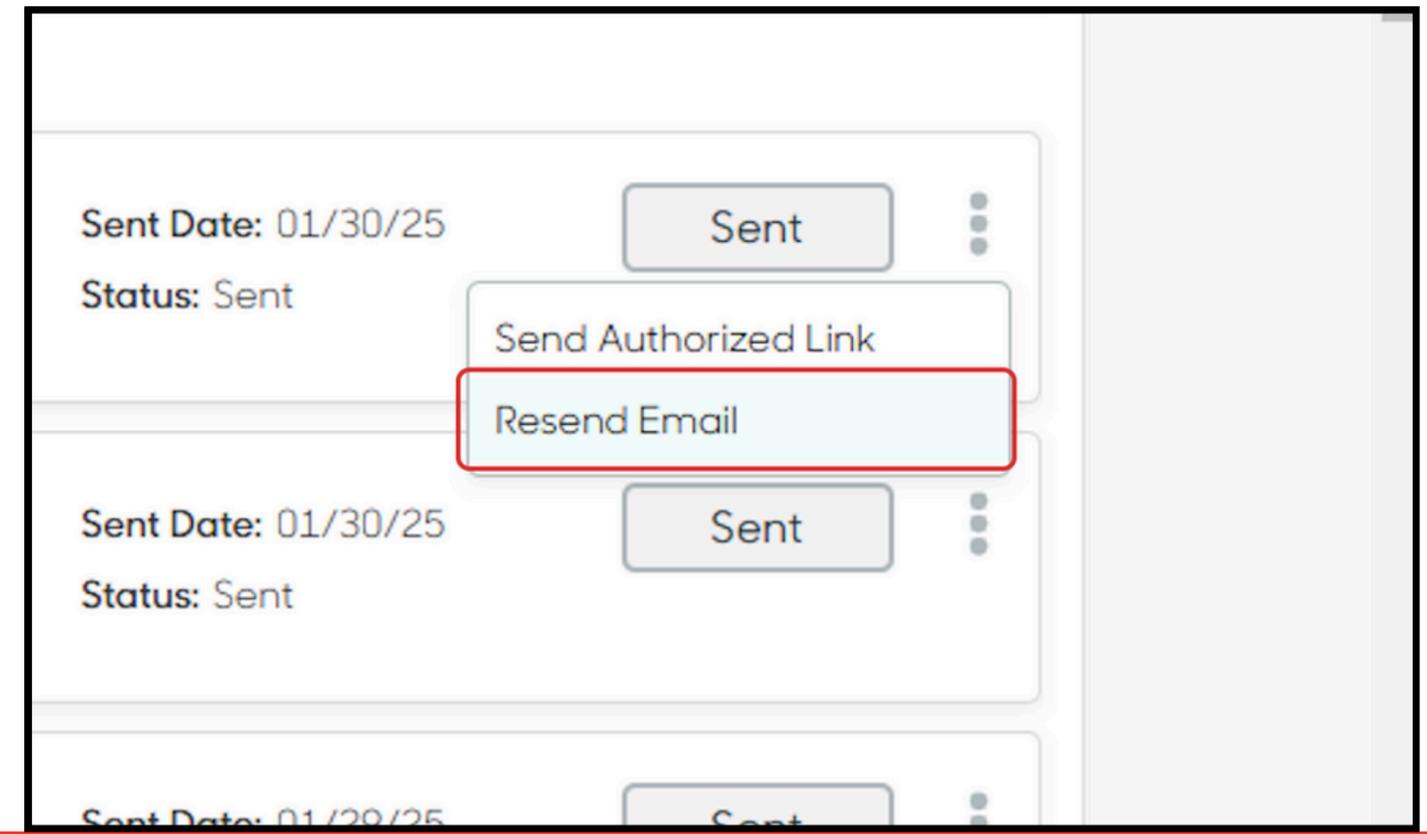
In Bulk

- Filter for **Status = Sent**
- Click the link **Bulk options from filtered users; Send Reminders**
- Make sure you have the right population of Observers to send the reminder to, then click '**Send Links**'



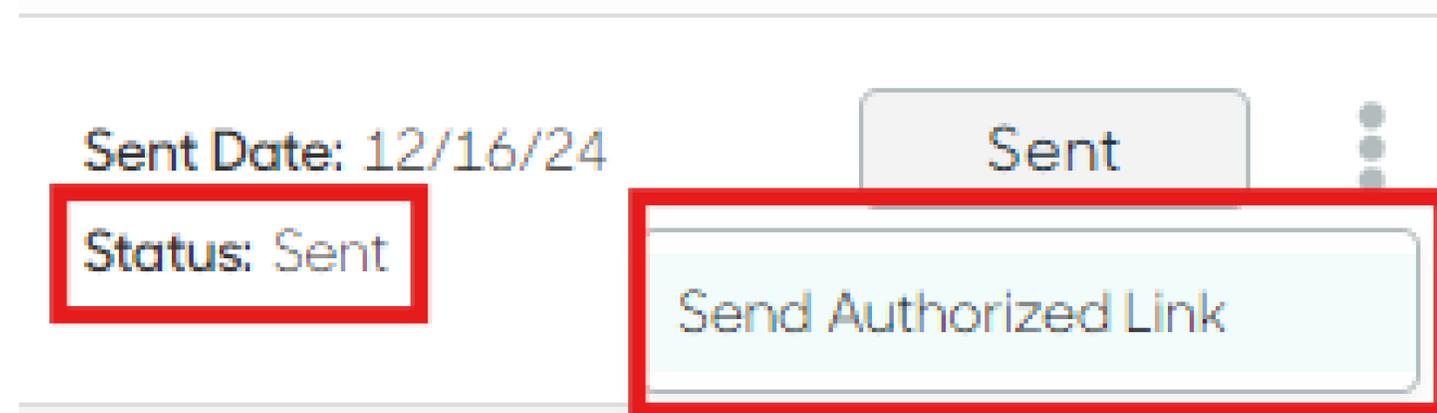
One at a Time

- Filter for **Status = Sent**
- Locate the Observer request that you want to resend
- Click three dots, then '**Resend Email**'



Step 4b - Administrators can send unique link to survey

- Filter for **Status = Sent** (not completed)
- Click the three dots, then **Send Authorized Link**
- Copy the link and send **directly to the Observer**. **Do not send to anyone else, as this link can be used by anyone.**



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
 - Students can see if the assessment has been completed, but they cannot see the response.
 - *(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' section of a software interface. At the top right, there is a blue button labeled 'Add Respondents'. Below the title, a link says 'Export these form responses as an Excel XLSX.' A search bar with the placeholder 'Search for a user's name or email' is present. Below the search bar is a 'Status' dropdown menu. A section titled 'Response/Sent Date' is partially visible. A red box highlights a button labeled 'Get response report from search' with a download icon. Below this, it says '1+ Responses'. A response card is shown 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 is next to the status. A red box highlights a three-dot menu icon next to the status, and another red box highlights a button labeled 'View Response Details' at the bottom right of the card.