Here to Career

UB’S ON-CAMPUS STUDENT EMPLOYMENT PROGRAM

College Educated. Career Ready.

UB’s career readiness platform, Here to Career, is designed to provide students with intentional and meaningful on-campus work experience to set them apart in a highly competitive workforce after graduation. Students learn real world skills while working on campus, to ultimately transition to a successful career.

WE’re PROMOTING

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

*Based on nationally recognized criteria from the National Association of Colleges and Employers (NACE)

“Whether I am helping fellow students navigate the Learning Lab, or providing guidance about campus activities, I feel more connected to my peers and the campus itself. It’s more than just a job.”

-Temara Cross (above)
Student Assistant,
Student Engagement

REASONS FOR UNITS TO PARTICIPATE

1. Promotes experiential learning and career preparation at scale.
2. Participation enhances the quality and productivity of on-campus student positions.
3. Resources provide an immersive and educational campus employment experience.
4. Campus supervisors benefit from meaningful mentoring with their student employees.
5. Supervisors are provided professional development opportunities and a community that shares best practices.

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“What I was learning in the classroom and what I was doing at work were one and the same. It was awesome to be able to use those skills and apply them right away.”

—Hayden Harter
Stagehand and Master Electrician

So Much More than Just an On-Campus Job

FOR STUDENTS
Teaching the Way to Work - We’ve Got it Covered
• While working on campus, students develop practical skills through training, evaluations, professional development and job performance. Benefits include exposure to key competencies incorporated into daily job responsibilities to ensure a better-rounded employment experience.

FOR ON-CAMPUS SUPERVISORS
Guiding the Next Generation to a Successful Career
• On-campus supervisors benefit from workshops, professional development, and a framework to create a consistent on-campus work environment. The result is an improved experience for both student and supervisor as Here to Career learnings are integrated into daily work activities.

FOR POST GRADUATE EMPLOYERS
Taking Students from Here to Career
• Our network of employers capitalize on hiring specially trained UB students. The result provides organizations with new employees who possess higher levels of proficiency and real world job knowledge after graduation than students who had not been exposed to the program.

NEXT STEPS
• Attend a Here to Career information session.
• Commit to train all student employees in alignment with the Here to Career program requirements.
• Post all student on-campus jobs through Bullseye powered by Handshake and ensure the job description is mapped to at least one NACE competency.
• Have your on-campus supervisors attend UB HR’s “Supervise Student Employees” training (register through UB EDGE).
• Provide student employees with performance evaluations and one-on-one or group mentoring.
• Encourage students to complete a pre and post experience assessment.

LEARN MORE AT:
buffalo.edu/studentlife/here-to-career
Phone: (716) 645-3965

MAIN OFFICE: Here to Career, University at Buffalo, 223 Student Union, North Campus, Buffalo, NY 14260
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WHO CAN BE PART OF THE HERE TO CAREER PROGRAM?

Any UB student working on-campus:
- in a paid position (work study and other)
- in an unpaid position either for credit or not-for-credit (intern or volunteer)

EARN HERE TO CAREER MICRO CREDENTIALS

By participating in experiential learning opportunities while identifying career readiness competencies you can earn badges to prepare you for the workforce upon graduation.

For more information visit:
buffalo.edu/studentlife/here-to-career/students
or make an appointment with a Student Engagement Ambassador.
STUDENT CHECKLIST:

YEAR ONE: RESUME

☐ Create a Bullseye powered by Handshake profile and apply for an on-campus job or internship
☐ Once hired, attend a Here to Career info session (Life and Learning workshop)
☐ Discuss your position description and the NACE competencies with your supervisor
☐ Choose one (or more) NACE competency to focus on each semester
☐ Complete the pre-assessment evaluation
☐ Meet with your supervisor individually or in groups to reflect on position
☐ Read about professional development opportunities in the Here to Career student newsletter and on UBLearns
☐ Meet with a Student Engagement Ambassador to sign up for the Here to Career badges
☐ Update your resume to include your on-campus work experience
☐ Complete the post-assessment after your work experience has ended

YEAR TWO: INTERVIEWING (everything from year 1 plus)

☐ Talk with your supervisor about how your position relates to your UB coursework and future career goals
☐ Check out the practice interview opportunities offered by Career Services
☐ Work on completing 1-2 Here to Career badges

YEAR THREE: UB DIGICATION (everything from year 1 plus)

☐ Create your student employment ePortfolio page or use the Here to Career template available in the UB ePortfolio template library
☐ Complete the remaining Here to Career badges including the Achievement badge
Here to Career
A SUPERVISOR’S GUIDE TO THE STUDENT EMPLOYMENT PROGRAM

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“Supervising students has been one of the most rewarding parts of my career”
–Carmella Marinaccio (right), Staff Assistant to the Dean of Students, and Kim Trieu, UB student employee

REFLECTIVE QUESTIONS:
Use these questions as a framework for creating a meaningful student experience

1. How does this job or experience fit in or relate to your academics?
2. What are you learning here that is helping you in school?
3. What are you learning in class that you can apply here?
4. What are some examples of things you have learned here that you think you’ll use in your chosen profession?

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SUPERVISOR’S CHECKLIST:

☐ Attend a Here to Career Info Session (pre-requisite to access the UB Learns course, open sessions will be posted in the UB Events Calendar)

☐ Create position description(s) that map to at least one NACE Competency

☐ Post the student employment or job opportunity on Bullseye powered by Handshake

☐ Attend “Supervise Student Employees” training through OD&T (register through UBEdge)

☐ Introduce the NACE competencies to student employees and then afterwards, send out the pre-assessment link

☐ Meet with students individually (if possible) or in teams to talk about their positions and their learning (reflections questions and resources available on UB Learns)

☐ Inform students of professional development opportunities (listed in the Supervisor newsletter)

☐ Provide a mid-year and final performance evaluation

☐ Send out the post-assessment link towards the end of the experience(s)

☐ Inform students of the opportunity to earn a UB Badge through the Here to Career program (information is available on the Here to Career website)

YEAR 1: RESUME

Everything above plus:

☐ Ask students to create a profile on Bullseye powered by Handshake and upload their resume at the end of their experience

☐ Share workshops and resources offered by Career Service (shared via the Supervisor newsletter and are listed within the UB Events Calendar)

☐ Discuss resume writing and encourage students to share with you or their peers (resume critique rubrics and resources are available on UB Learns)

YEAR 2: INTERVIEWING

Everything above (including all from YEAR 1) plus:

☐ Introduce students to Interview Stream through Career Services, to develop interviewing skills

☐ Discuss how their position with you has prepared them for their next job

☐ Assist your student in articulating their experience accurately and professionally

YEAR 3: UB DIGICATION

☐ Inform students of the Here to Career template available in the UB ePortfolio template library

☐ Review your student(s) ePortfolio as it is being completed

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