

# Career Services 3.0 Planning Worksheet

This worksheet is designed to help institutions begin planning and implementing Career Services 3.0 in alignment with their strategic plan and student success priorities. Each section includes definitions, simplified steps, and space to plan your own initiatives based upon the RACI format across all areas.

## Definitions

**Career Services 3.0:** A strategic, proactive, and data-informed model of career services focused on student success and workforce readiness through cross-campus collaboration

**Digital Credentials:** Verifiable digital badges or certificates that demonstrate student competencies and achievements

**Skills-Based Hiring:** An approach where employers prioritize specific skills and competencies over traditional metrics like GPA or degree name

**RACI Matrix:** **R**esponsible (those who do the work), **A**ccountable (the one owner who must sign off), **C**onsulted (those whose opinions are sought), **I**nformed (those who are kept up to date). An example is located on the last page of this handout.

## Digital Badges & Verifiable Competencies

Use digital badges to verify student competencies. Start with one badge aligned to NACE competencies and integrate it into an existing program like orientation or advising.

*What is one digital badge your institution could create to verify a career readiness skill?*

Goal (What is the desired outcome?)	Action Item	Responsible	Accountable	Consult	Inform	Timeframe	Success Metric (Evidence achieved)
Ex: Verify student CRC to boost graduate marketability	Ex: Competency-based badges integrated into first-semester courses by requiring the first module	Career Development Center (CDC); Faculty	Faculty Lead	Acad. Adv.; IT	Students; Dept. Chairs	Implement Fall 2025	80% students completed

## **Internship & Experiential Learning**

Support hands-on learning by tracking internships and student employment experiences. Begin by identifying one department to pilot a simple tracking form.

*Which department would be willing to share resources and begin identifying parallel forms and documents?*

Goal	Action Item	Responsible Party	Accountable	Consult	Inform	Timeframe	Success Metric
Streamline Internship Documentation and Scalability	Ex: Identify parallel documents and forms	CDC	Academic Departments	Registrar; CDC	Students; Supervisors	Spring 2026	# Depts. Using standardized forms

## **Employer Engagement**

Collaborate with employers to promote skills-based hiring. Start by updating one job posting template or hosting a feedback session with employers.

*What is one way you could educate employers about skills-based hiring?*

Goal	Action Item	Responsible Party	Accountable	Consult	Inform	Timeframe	Success Metric
Promote skills-based hiring practices	Update job posting templates to identify skills	CDC	Employer Relations Lead	Employers, HR Advisory Board	Students, Faculty	Fall 2025	Employer adoption of new templates

### **Data-Informed Competency Growth**

Use simple surveys or supervisor feedback to understand student skill development. Begin with one pre/post assessment for a program or internship.

*What data could you collect to better understand student competency growth?*

Goal	Action Item	Responsible Party	Accountable	Consult	Inform	Timeframe	Success Metric
Measure student competency development	Analyze pre-post internship assessments	CDC	Assessment Coordinator	Internship Supervisors	Students, Institutional Research; Senior Leadership	Spring 2026	Improvement in assessment scores

### **Collaboration & Curriculum Integration**

Partner with one academic department to embed career readiness into a course or co-curricular program.

Share rubrics or learning outcomes.

*Which course or program could partner to embed career readiness initiatives?*

Goal	Action Item	Responsible Party	Accountable	Consult	Inform	Timeframe	Success Metric
Embed career readiness into curriculum	Integrate CODES Internships	CDC Leadership; Lead Internship Practitioner	Faculty Lead	Curriculum Committee	Students, Department Chairs	Summer 2026	Number of courses with integrated CRC

**Additional Items to Consider:**

- What is one silo you can break to implement a verifiable skills-based strategy?
- How does your current career services model align with Career Services 3.0?
- What digital credentials could be introduced at your institution?
- How can you better engage employers in skills-based hiring practices?
- What data do you currently collect on student competencies?

**90-Day Action Plan**

Outline your institution’s plan to implement elements of Career Services 3.0 over the next 90 days.

Goal	Action Item	Responsible Party	Accountable	Consult	Inform	Timeframe	Success Metric

**Reflection & Alignment**

How does your plan align with your institution’s mission, vision, and strategic priorities? Use this space to reflect on connections to student success, equity, and workforce readiness.

**Ex: Career Services 3.0 Strategic Planning RACI Matrix**

Task / Stakeholders	Career Center Leadership	Career Center Staff	University Leadership	Employer Partners	Academic Affairs	Student Affairs	IT/Technology Support
Implement Digital Badges for Career Readiness	Accountable	Responsible	Consult	Consult	Consult	Inform	Responsible
Track Internship & Experiential Learning Participation	Accountable	Responsible	Inform	Consult	Consult	Consult	Inform
Educate Employers on Skills-Based Hiring	Accountable	Responsible	Inform	Consult	Inform	Inform	Inform
Collect Data on Student Competency Growth	Accountable	Responsible	Consult	Consult	Consult	Consult	Responsible
Integrate Career Readiness into Curriculum	Consult	Consult	Accountable	Inform	Responsible	Consult	Inform
Break Down Institutional Silos	Accountable	Responsible	Consult	Inform	Consult	Consult	Inform
Develop 90-Day Action Plan for Career Services 3.0	Accountable	Responsible	Consult	Inform	Inform	Inform	Inform
Map Collaborative Ecosystem Across Campus	Accountable	Responsible	Consult	Inform	Consult	Consult	Inform