

# WORKPLACE SKILLS FOR STUDENT EMPLOYEES - MICRO-CREDENTIAL

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This micro-credential is comprised of several stackable badges:

## Communication

The communication micro-credential will recognize student employees' development and achievements over the course of a 16-week performance evaluation period. This micro-credential will be awarded once a student demonstrates exceeding or superior expectations in the various competencies of communication: communication skills, active listening, emotional intelligence, de-escalation and conflict resolution, critical thinking and problem solving, integrity and responsibility and equity and inclusion. This will be a part of a stackable, 3-part micro-credential named "Workplace Skills for Student Employees".

## Leadership

The leadership micro-credential will recognize student employees' development and achievements over the course of a 16-week performance evaluation period. This micro-credential will be awarded once a student demonstrates exceeding or superior expectations in the various competencies of leadership: emotional intelligence, integrity and responsibility, teamwork, creativity and innovation, critical thinking and problem solving, mentorship, and equity and inclusion. This will be a part of a stackable, 3-part micro-credential named "Workplace Skills for Student Employees".

## Onboarding

The onboarding & training micro-credential will recognize student employees' development and achievements over the course of a 16-week performance evaluation period. This micro-credential will be awarded once a student demonstrates exceeding or superior expectations in the various competencies of onboarding & training: hiring, interviewing, onboarding, mentorship and equity and inclusion. This will be a part of a stackable, 3-part micro-credential named "Workplace Skills for Student Employees".

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## Delivery Mode

Hybrid of in-person and online delivery

## Credit Status

Noncredit

## Academic Level

- Graduate
- Professional
- Undergraduate

## Time to Completion

Semesters

## URL

Workplace Skills for Student Employees (<https://www.colorado.edu/registrar/>)

## Requirements

- Be enrolled and in good standing when micro-credential is awarded
- Declare your intent to pursue the MC with your manager by third week of semester
- Managers should track who has declared interest and check in on progress mid-semester
- Time to completion: 16-weeks minimum of employment and work over 7 hours per week
- Evaluation: Be evaluated at the end of a semester or academic year by your manager
- Evidence: Employee will create an artifact on what was learned and acquired during employment and how it will be applied to future employment
- For more information, see the rubric here: [https://docs.google.com/spreadsheets/d/1tPSWh7kohTOVLHdc\\_rp3OM22agAi7Z0gjsY2CBDxn44/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1tPSWh7kohTOVLHdc_rp3OM22agAi7Z0gjsY2CBDxn44/edit?usp=sharing)

## Criteria

The rubric includes demonstrable behaviors in NACE categories as determined by Career Services. For example, student must demonstrate conflict resolution and self-reflection for emotional intelligence (or career and professional development).

More information can be found here: [https://docs.google.com/spreadsheets/d/1tPSWh7kohTOVLHdc\\_rp3OM22agAi7Z0gjsY2CBDxn44/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1tPSWh7kohTOVLHdc_rp3OM22agAi7Z0gjsY2CBDxn44/edit?usp=sharing)

## Skills

### Communication

- Active Listening
- Communication Skills
- Critical Thinking and Problem Solving
- De-Escalation and Conflict Resolution
- Emotional Intelligence
- Equity and Inclusion

### Leadership

- Career and Self-Development
- Creativity and Innovation
- Critical Thinking and Problem Solving
- Integrity and Responsibility
- Equity and Inclusion
- Mentorship
- Teamwork

### Onboarding

- Equity and Inclusion
- Hiring
- Interviewing
- Onboarding
- Mentorship