

## Student Employee Badge

The Student Employee Badge recognizes students' abilities and a comprehensive framework for continuous growth and development in key competency areas. By ensuring clear criteria and supportive processes, the badge symbolizes the student's commitment, growth, and preparedness for future career success, reinforcing MC's commitment to student development and excellence. Student employees must earn at least 9 points, demonstrating 60% or 9/15 competencies assessed at competent or above to earn the badge.

<b>Competency</b>	<b>Description</b>	<b>Developing (0)</b>	<b>Competent (1)</b>	<b>Accomplished (2)</b>
<b>Professional Communication</b>	The ability to convey information clearly, concisely, and respectfully to diverse audiences.	Reflection lacks insight into communication challenges. No clear action plan or SMART goals established.	Reflection shows an understanding of communication challenges; action plan and SMART goals are clear and detailed.	Comprehensive reflection; exemplary communication skills evidenced by feedback; action plan and SMART goals reviewed and updated for continuous improvement.
<b>Time Management</b>	The capacity to prioritize tasks, work efficiently, and use time effectively to increase productivity and achieve goals.	Incomplete reflection on time management issues; no action plan or SMART goals set.	Detailed reflection on time management; well-developed action plan and clear, detailed SMART goals to improve time management skills.	Exceptional time management skills evidenced by meeting all deadlines and obligations; regular review and updating of action plan and SMART goals.
<b>Conflict Resolution</b>	Proficiency in identifying, addressing, and resolving conflicts calmly and amicably.	Little reflection on conflict situations, no structured action plan or SMART goals.	Comprehensive reflection on conflict situations; solid action plan and detailed SMART goals for mastering conflict resolution.	Demonstrated success in resolving conflicts; continuous learning and application of conflict resolution strategies; regular revision of action plan and SMART goals.

<b>Customer Service</b>	The ability to consistently meet customer needs and ensure a positive customer experience.	Minimal reflection on customer service experiences; no action plan or SMART goals developed.	Extensive reflection on experiences, thorough action plan, and exhaustive SMART goals to enhance customer service skills.	Sustained excellence in customer service as evidenced by feedback, ongoing review, and enhancement of action plan and SMART goals.
<b>Teamwork and Collaboration</b>	Working effectively with others to achieve common goals and objectives.	Limited reflection on teamwork dynamics; lacks action plan or SMART goals.	In-depth reflection on teamwork dynamics; comprehensive action plan and robust SMART goals for improving teamwork and collaboration skills.	Demonstrated success in collaborative projects; ongoing efforts to enhance teamwork skills; continuous revision and improvement of action plan and SMART goals.
<b>Critical Thinking and Problem-Solving</b>	Utilizing analytical skills to solve problems efficiently and make well-informed decisions.	Brief reflection on problem-solving situations; no action plan or SMART goals presented.	Extensive reflection on problem-solving situations; detailed action plan and well-structured SMART goals for enhancing problem-solving skills.	Consistent demonstration of exceptional problem-solving skills; regular updates to action plan and SMART goals for continuous enhancement.
<b>Diversity and Inclusion</b>	Embracing and promoting an environment where diverse individuals feel respected, included, and valued.	Minimal reflection on diversity and inclusion; no action plan or SMART goals outlined.	In-depth reflection on diversity and inclusion; solid action plan and thorough SMART goals to promote diversity and foster inclusive environments.	Demonstrated commitment to promoting diversity and inclusion; ongoing review and improvement of action plan and SMART goals to enhance diversity and inclusion initiatives.

<b>Leadership Skills</b>	The ability to guide, motivate, and inspire a team towards achieving common goals.	Little to no reflection on leadership experiences; no action plan or SMART goals created.	Comprehensive reflection on leadership experiences; detailed action plan and comprehensive SMART goals to enhance leadership skills.	Proven leadership success; continuous learning and development in leadership; ongoing revision and improvement of action plan and SMART goals.
<b>Ethical Decision Making</b>	Consistently making decisions per established ethical principles and standards.	Minimal reflection on ethical decision-making; no action plan or SMART goals set.	Detailed reflection on ethical decision-making; solid action plan and detailed SMART goals to improve ethical decision-making skills.	Demonstrated ethical decision-making; commitment to upholding ethical standards; ongoing refinement of action plan and SMART goals for continued growth in ethical decision-making.
<b>Stress Management and Self-Care</b>	Implementing strategies to manage stress effectively and prioritize self-care.	Limited reflection on stress management and self-care; no action plan or SMART goals established.	In-depth reflection on stress management and self-care; comprehensive action plan and robust SMART goals for managing stress and promoting self-care.	Consistent balance and self-care practices; evidence of effective stress management; regular review and updating of action plan and SMART goals.
<b>Financial Literacy</b>	Understanding and effectively managing personal finances.	Brief reflection on financial literacy; no action plan or SMART goals outlined.	Comprehensive reflection on financial literacy; solid action plan and thorough SMART goals to enhance financial literacy skills.	Demonstrated financial literacy and management skills; continuous learning and application; ongoing review and updating of action plan and SMART goals.

<b>Resume Writing and Interview Skills</b>	Crafting compelling resumes and exhibiting exceptional interview skills.	Minimal reflection on resume writing and interview skills; no action plan or SMART goals.	Extensive reflection on resume writing and interview skills; thorough action plan and robust SMART goals to improve resume writing and interview performance.	Proven success in creating compelling resumes and acing interviews; ongoing learning and development; continuous revision and improvement of action plan and SMART goals.
<b>Professional Networking and Influence</b>	Effective building and leveraging professional relationships and networks.	Limited reflection on networking and influence; no action plan or SMART goals.	In-depth reflection on networking and influence; comprehensive action plan and detailed SMART goals to expand and leverage professional networks effectively.	Demonstrated success in expanding and leveraging professional networks; ongoing efforts to enhance networking skills; continuous review and updating of action plan and SMART goals.
<b>Self-Awareness and Goal Setting</b>	Possessing awareness of personal strengths, weaknesses and setting and achieving realistic goals.	Little self-awareness and reflection on goal setting; no action plan or SMART goals developed.	High self-awareness and detailed reflection on goal setting; detailed action plan and thorough SMART goals for continuous self-improvement and goal achievement.	Demonstrated self-awareness and goal achievement; ongoing self-improvement efforts; regular revision and updating of action plan and SMART goals.
<b>Adaptability and Change Management</b>	Effectively navigating and managing change, and adapting to new situations, environments, and people.	Minimal reflection on adaptability and change management; no action plan or SMART goals outlined.	Comprehensive reflection on adaptability and change management; solid action plan and detailed SMART goals for effectively leading and managing change.	Proven success in leading and managing change; continuous learning and application in change management; regular review and updating of action plan and SMART goals.

\* Competencies aligned with the [National Association of Colleges and Employers \(NACE\)](#) career readiness skills.

### Notes for Assessment:

- Developing: Students are beginning to understand the competency but have not yet shown adequate application.
- Competent: Students demonstrate a solid understanding and are applying the competency effectively. ***(Must achieve this in at least 60% of the competencies to be awarded the Student Employee Badge.)***
- Accomplished: Students showcase a comprehensive and in-depth understanding, expertly applying each competency.

### Competencies

1. Professional Communication: The ability to convey information clearly, concisely, and respectfully to diverse audiences.
2. Time Management: The capacity to prioritize tasks, work efficiently, and use time effectively to increase productivity and achieve goals.
3. Conflict Resolution: Proficiency in identifying, addressing, and resolving conflicts calmly and amicably.
4. Customer Service: The ability to consistently meet customer needs and ensure a positive customer experience.
5. Teamwork and Collaboration: Working effectively with others to achieve common goals and objectives.
6. Critical Thinking and Problem Solving: Utilizing analytical skills to solve problems efficiently and make well-informed decisions.
7. Diversity and Inclusion: Embracing and promoting an environment where diverse individuals feel respected, included, and valued.
8. Leadership Skills: The ability to guide, motivate, and inspire a team towards achieving common goals.
9. Ethical Decision Making: Consistently making decisions per established ethical principles and standards.
10. Stress Management and Self-Care: Implementing strategies to manage stress effectively and prioritize self-care.
11. Financial Literacy: Understanding and effectively managing personal finances.
12. Resume Writing and Interview Skills: Crafting compelling resumes and exhibiting exceptional interview skills.
13. Professional Networking and Influence: Effective building and leveraging professional relationships and networks.
14. Self-Awareness and Goal Setting: Possessing awareness of personal strengths, weaknesses and setting and achieving realistic goals.
15. Adaptability and Change Management: Effectively navigating and managing change, and adapting to new situations, environments, and people.