**Career Connections Team Dashboard**

The **Career Connections Team Dashboard**is one of the core reports used by the Programs teams across all regions. Its main purpose is to highlight the overall progress students have made towards completing employability milestones throughout their time at Bottom Line.

The dashboard contains 5 main Navigation components:

1. [Quick Slicer Menu](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#quick-slicer-menu)
2. [Expanded Slicer Menu](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#expanded-slicer-menu)
3. [Cards- including toggles](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#cards-toggles)
4. [Table Views](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#table-views)
5. [Graph Views](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#graph-views)

The Data Elements featured are:

1. [E-Milestones Completed This Year](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#e-milestones-completed-this-year)
2. [Total E-Milestones Completed](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#total-e-milestones-completed)
3. [Career Relevant Experiences this Year](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#career-relevant-experiences-this-year)
4. [Total Career Relevant Experiences](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#total-career-relevant-experiences)
5. [E-Milestones: Career Exploration](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#e-milestones-career-exploration)
6. [E-Milestones: Professional Connections](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#e-milestones-professional-connections)
7. [E-Milestones: Job Search Tools](https://tbl500amory.sharepoint.com/sites/ReportingDocumentation/SitePages/Career-Connections.aspx#e-milestones-job-search-tools)

A video guide will be released soon! Make sure to come back and watch it to learn more about how to best use this tool

The CCT dashboard as seen in the Success Advisor Data Power BI app

**Navigation**

**Quick Slicer Menu**

* **Definition**: The Quick slicer menu is a report element that allows you to view up to 9 different filtering options for navigation within the dashboard's main page
* **Purpose:**Allows us to filter (slice) the data by a variety of options, such as a student's name, enrollment status, etc. Unlike the Expanded slicer menu, the Quick slicer menu makes the most relevant/most frequently used slicers easier to access within the report's UI​​​​​​​
* **Example:​​​​​​​**​​​​​​​

Example of Quick slicer menu options featured in the Career Connections Team dashboard (actual menu in this dashboard might be different)

**Expanded Slicer Menu**

* **Definition**: The Expanded slicer menu is a report element that allows you to view a complete list of all the different reporting options
* **Purpose:**Allows us to filter (slice) the data by a variety of options such as a student's name, enrollment status, etc. Unlike the Quick slicer menu, the Expanded slicer menu offers more options for filtering the data and allows the user to further customize their report beyond the 9 slicers previewed in the Quick slicer menu​​​​​​​
* **Example:**

**​​​​​​​**

To access the Expanded slicer menu, click the "More" button located in the bottom-right corner of the Quick slicer menu. The Expanded menu includes additional filtering options beyond the Quick menu's offerings (actual extended menu in this dashboard might be different)

​​​​​​​

**Cards & Toggles**

* **Definition**: Cards are a report element that highlight summarized data. Toggles are report elements that allow us to "switch" between different tables or visualizations depending on specific conditions
* **Purpose:**Allows us to quickly visualize key information (i.e. total # of students in a certain category) ​​​​​​​
* **Example:​​​​​​​**​​​​​​​

The CCT Dashboard shows a total of 5 cards: 3 under the "Career" toggle and 2 under the "Future Grads" toggle. Displayed data is reflective of the current state

**Table Views**

* **Definition**: The Table View is a representation of student data presented in tabular form
* **Purpose:**Allows us to see a summary, often shown in rows and columns, of the most relevant data​​​​​​​
* **Example:​​​​​​​**​​​​​​​​​​​​​​

The CCT dashboard features 7 different table views that highlight the work being done with our students in the employability area

Each of the 7 visuals featured can switch between a table and a graph view through their individual toggles

Two of the table views can be expanded to show even more detailed information

**Graph Views**

* **Definition**: The Table View is a representation of student data presented in tabular form
* **Purpose:**Allows us to see a summary, often shown in rows and columns, of the most relevant data​​​​​​​
* **Example:​​​​​​​**​​​​​​​​​​​​​​

The CCT dashboard features 7 different graph views that highlight the work being done with our students in the employability area

Each of the 7 visuals featured can switch between a table and a graph view through their individual toggles

Hovering your mouse over any of the bars in the bar graphs will display a tooltip with further information about the # and % of students represented under each category

**Data Elements**

**E-Milestones Completed this Year**

* **Definition**: The total number of employability milestones a student has completed during the current academic year
* **Why do we need it?**Allows us to track any progress made during the *current academic year* towards the overall completion of employability milestones​​​​​​​
* **Where do I enter this information?**Employability milestones are sequential and often build on each other. For this reason, an initial set of e-milestones will be automatically generated for your students when their Salesforce record is first created. To learn more about the E-milestones, their sequence, and how to enter them, consult the Salesforce Knowledge Base's section on [Employability Milestones](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Employability-Milestones.aspx)​​​​​​​[​​​​​​​](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Employability-Milestones.aspx)
* **Data Validations & Logic:**The graph view color-coding for E-Milestones Completed This Year is as follows:
  + Bar will be red if E-Milestones Completed this Year is equal to 0
  + Bar will be yellow if E-Milestones Completed This Year is equal to 1 or 2
  + Bar will be green if E-Milestones Completed This Year is equal to 3 or more

**Total E-Milestones Completed**

* **Definition**: The total number of employability milestones a student has completed throughout their time as a Bottom Line student
* **Why do we need it?**Allows us to track *all* progress made towards the overall completion of employability milestones​​​​​​​
* **Where do I enter this information?**Employability milestones are sequential and often build on each other. For this reason, an initial set of e-milestones will be automatically generated for your students when their Salesforce record is first created. To learn more about the E-milestones, their sequence, and how to enter them, consult the Salesforce Knowledge Base's section on [Employability Milestones](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Employability-Milestones.aspx)
* **Data Validations & Logic:**The graph view color-coding for Total E-Milestones Completed is as follows:
  + Bar will be red if Total E-Milestones Completed is between 0 and 5
  + Bar will be yellow if Total E-Milestones Completed is between 6 and 11
  + Bar will be green if Total E-Milestones Completed is equal to 12 or more​​

**Career Relevant Experiences This Year**

* **Definition**: The total number of Career Relevant Experiences logged with a start date within the current academic year
* **Why do we need it?**they allow us to best understand what supports and services we can provide to our students in order to help them secure a stable and mobilizing [First Destination](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Experience-Tab.aspx?xsdata=MDV8MDF8fDVjMmVjYjc2ZGU4YTQ2NDRjNDUxMDhkYTJkMjY0MWE2fDk3NDA1YmYzNjhmYzQ2ODFhYTlmMjA1YzJhNTI2NTczfDB8MHw2Mzc4NzE5Mzk1NTk4MDE5Mzd8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2TVRBd01UZ3pZVEl3TURjNU5EZzJORGhpTXpOak5XRXpaREV3TlRWbE4yTkFkR2h5WldGa0xuWXl8fA%3D%3D&sdata=aUZ6M3NpdG51akMxU2tQWGVrMnJrQ0xEbnlGbEo4UytQbjU1T2pYWUFjaz0%3D&ovuser=97405bf3-68fc-4681-aa9f-205c2a526573%2cKSordia%40bottomline.org#first-destination-overview) once they graduate college. In order for a student planning to graduate within 4-6 years to secure 3+ Career Relevant Experiences throughout their academic career, they need to obtain 1 CRE per year as early as the summer going into their sophomore year. It can be helpful to see which of your students are still working toward this goal each year.​​​​​​​
* **Where do I enter this information?**CREs are entered on the Experience tab on a student's profile in Salesforce. To learn more about entering an Experience, consult the Salesforce Knowledge Base's section on [Adding a New Experience.](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Experience-Tab.aspx?xsdata=MDV8MDF8fDVjMzUyMzY2OWI2OTQwMWExMjRlMDhkYTJkMjY0MWE3fDk3NDA1YmYzNjhmYzQ2ODFhYTlmMjA1YzJhNTI2NTczfDB8MHw2Mzc4NzE5Mzk1NTk4MjE5MDJ8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2TVRBd01UZ3pZVEl3TURjNU5EZzJORGhpTXpOak5XRXpaREV3TlRWbE4yTkFkR2h5WldGa0xuWXl8fA%3D%3D&sdata=RWszU1RvWXJWc1F0ejhPbkU0QVV5TDZNQ1dybE5yZ0J1U1dVUElhQ2dtZz0%3D&ovuser=97405bf3-68fc-4681-aa9f-205c2a526573%2cKSordia%40bottomline.org#adding-a-new-experience)​​​​​​​​​​​​​​[​​​​​​​](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Employability-Milestones.aspx)
* **Data Validations & Logic:**The graph view color-coding for Career Relevant Experiences This Year is as follows:
  + Bar will be red if Career Relevant Experiences This Year is equal to 0
  + Bar will be yellow if Career Relevant Experiences This Year is between 1 and 2
  + Bar will be green if Career Relevant Experiences This Year is equal to 3 or more

**Total Career Relevant Experiences**

* **Definition**: We define a career-related experience (CRE) in one of two ways: (1) by asking the student, “On a scale of 1-5, how related is this job to your career interests?” Anything 3+ is deemed career-related and we should log in Salesforce to indicate satisfaction of the milestone and (2) by determining as an advisor the answer to "Would this student put this program or role on a tailored resume to apply for jobs in their career field?"
* **Why do we need it?**We believe having career-related experiences during college is key to being Career Ready at graduation. Keeping track of CREs in Salesforce allows us to test this theory, as well as to target outreach to students who are not on track to complete 3 CREs by graduation.​​​​​​​
* **Where do I enter this information?**CREs are entered on the Experience tab on a student's profile in Salesforce. To learn more about entering an Experience, consult the Salesforce Knowledge Base's section on [Adding a New Experience](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Experience-Tab.aspx#adding-a-new-experience).
* **Data Validations & Logic:**The graph view color-coding for Total Career Relevant Experiences is as follows:
  + Bar will be red if Total Career Relevant Experiences is equal to 0
  + Bar will be yellow if Total Career Relevant Experiences is between 1 and 2
  + Bar will be green if Total Career Relevant Experiences is equal to 3 or more**​​​​**​​​​​​​

**E-Milestones: Career Exploration**

* **Definition**: Our experience shows that students who graduate with an informed plan of what they want to do post graduation are significantly more likely to graduate Career Ready and land a mobilizing [First Destination](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Experience-Tab.aspx?xsdata=MDV8MDF8fDVjMmVjYjc2ZGU4YTQ2NDRjNDUxMDhkYTJkMjY0MWE2fDk3NDA1YmYzNjhmYzQ2ODFhYTlmMjA1YzJhNTI2NTczfDB8MHw2Mzc4NzE5Mzk1NTk4MDE5Mzd8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2TVRBd01UZ3pZVEl3TURjNU5EZzJORGhpTXpOak5XRXpaREV3TlRWbE4yTkFkR2h5WldGa0xuWXl8fA%3D%3D&sdata=aUZ6M3NpdG51akMxU2tQWGVrMnJrQ0xEbnlGbEo4UytQbjU1T2pYWUFjaz0%3D&ovuser=97405bf3-68fc-4681-aa9f-205c2a526573%2cKSordia%40bottomline.org#first-destination-overview). Research shows that individuals who are in roles that are aligned with their interests, values and skills are more likely to be satisfied in their work and life.  
  ***The Career exploration E-Milestones are:***  
  + Identified Values, Interests & Skills
  + Narrow Career Interests to 3 Career Clusters or Less
  + Individualized Career Plan Complete (have a goal post graduation and an action plan)
* **Why do we need it?**Having access to where a student is in their Career Exploration journey can inform our service planning. Our role as advisors, coaches, mentors and guides through this process is to help raise key questions and support the journey that is self-exploration and discovery to help students make an informed choice of major and starting career. As students surface and clarify themes in their self reflection, Bottom Line can play an important role in helping open their eyes to people and careers that may not have previously been on their radar.
* **Where do I enter this information?**Employability milestones are sequential and often build on each other. For this reason, an initial set of E-Milestones will be automatically generated for your students when their Salesforce record is first created. To learn more about the E-milestones, their sequence, and how to enter them, consult the Salesforce Knowledge Base's section on [Employability Milestones](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Employability-Milestones.aspx)
* **Data Validations & Logic:**The graph view color-coding for the Career Exploration E-Milestones is as follows:
  + Bar will be dark blue if the E-Milestone has been completed
  + Bar will be yellow if the E-Milestone has NOT been completed

**E-Milestones: Professional Connections**

* **Definition**: our Employability Milestones are a series of tangible things our students can accomplish on their way to achieving their goal of securing post-college education or employment. There are [15 Employability Milestones](https://tbl500amory.sharepoint.com/:w:/s/SuccessProgramCurriculum/ESrW8w0QzkNFhMRqnh9MObIBcZUe6CHyi74437oror4r8g?e=DbMO30) (12 Employability Milestones, plus an additional 3 Career Relevant Experiences) broken into four categories:
  + Career Exploration and Planning
  + [Experience](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Experience-Tab.aspx)
  + Build & Maintain Relationships
  + Job Search Tools
* **Why do we need it?**At all stages of career development, students should be making connections with their personal and professional networks. Students will start to build their network during career exploration by engaging in informational interviews with others. They will continuously use their network to gain information about career path, opportunities, and general and specific advice.    
  It can be helpful to start addressing professional connections with our students by talking to them about the benefits of networking, and understanding their comfort level and experience with it. It is also important to help them identify their current network, and ways to expand it, as they prepare for further networking opportunities By tracking their network, we can better leverage our connections and facilitate/encourage introductions to relevant individuals.
* **Where do I enter this information?**Employability Milestones are sequential and often build on each other. For this reason, an initial set of E-Milestones will be automatically generated for your students when their Salesforce record is first created. To learn more about the E-Milestones, their sequence, and how to enter them, consult the Salesforce Knowledge Base's section on [Employability Milestones](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Employability-Milestones.aspx)

**E-Milestones: Job Search Tools**

* **Definition**: these Employability Milestones focus on helping our students develop a toolkit that will boost their career readiness and lead to a mobilizing [First Destination](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Experience-Tab.aspx?xsdata=MDV8MDF8fDVjMmVjYjc2ZGU4YTQ2NDRjNDUxMDhkYTJkMjY0MWE2fDk3NDA1YmYzNjhmYzQ2ODFhYTlmMjA1YzJhNTI2NTczfDB8MHw2Mzc4NzE5Mzk1NTk4MDE5Mzd8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2TVRBd01UZ3pZVEl3TURjNU5EZzJORGhpTXpOak5XRXpaREV3TlRWbE4yTkFkR2h5WldGa0xuWXl8fA%3D%3D&sdata=aUZ6M3NpdG51akMxU2tQWGVrMnJrQ0xEbnlGbEo4UytQbjU1T2pYWUFjaz0%3D&ovuser=97405bf3-68fc-4681-aa9f-205c2a526573%2cKSordia%40bottomline.org#first-destination-overview) after college graduation.
* Our Job Search Tools E-Milestones are:
  + Understand Mechanics of a Resume and Has Initial Resume Drafted
  + Update Resume Tailored for Career Opportunities, Meets BL Standards
  + Create LinkedIn Profile, Meets BL Standards
  + Understand Key Elements of Job Search Process
  + Demonstrate Interviewing Skills & Understand Interview Processes for Field(s)
  + Apply & Interview for min 3 Career Related Opportunities
* **Why do we need it?**It is important to emphasize that, as students develop experiences and apply for new ones, job application materials should be updated and tailored in order to be more effective.
* **Where do I enter this information?**Employability Milestones are sequential and often build on each other. For this reason, an initial set of E-Milestones will be automatically generated for your students when their Salesforce record is first created. To learn more about the E-Milestones, their sequence, and how to enter them, consult the Salesforce Knowledge Base's section on [Employability Milestones](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Employability-Milestones.aspx)
* **Data Validations & Logic:**The graph view color-coding for the Job Search Tools E-Milestones is as follows:
  + Bar will be dark blue if the E-Milestone has been completed
  + Bar will be yellow if the E-Milestone has NOT been completed