The Experience Tab is where all of our students' career-relevant experiences during college are logged, and it's also where we will track their job or grad school placement (First Destination) after college. Click the corresponding button below to review the instructions for each.

[**Career-Related Experience (CRE) During College**](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Experience-Tab.aspx#experience-overview)

[**First Destination**](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Experience-Tab.aspx#first-destination-overview)

**Experience Overview**

* Our Employability Milestones call on students to achieve 3 career-related experiences by graduation. While in the old UI we were tracking all of our students' experiences, moving forward we are only asking advisors to**log career-related experiences**.
* We define career-related experience 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?" You can also see examples of common positions Bottom Line generally views as relevant/not relevant for undecided students, below.​​​​​​​

Examples of common jobs that **we deem career-related** for many students, especially those in general or undecided majors:

* Administrative assistants, receptionists, library clerks
* Teachers, counselors, mentors, day care workers
* Caretakers, nursing home workers
* National guard/ROTC members
* Anything labeled internship
* Resident assistants, orientation leaders
* Lab assistants
* IT support
* Extracurricular and volunteer experiences when the student is in a leadership role ​​​​​​​

Examples of common jobs that, if not directly career-related for the student, **we would not count**:

* Lifeguards
* Retail positions
* Food service positions
* Security positions
* Airport roles

**Adding a New Experience**

Click the "Add Experience" button at the top right hand side of your student's profile to add a new experience.

**Experience Name**

* The database will automatically pre-fill "Student Name Experience" in this box; you don't need to make any edits or worry about what's in this field.
* ​​​​​​​Click on the Experience Name to see or edit the full details of the experience.

FAQ:

Older experiences for my students are showing up as a long string of letters and numbers. Should I be concerned about this? *Nope! It's not pretty to look at, but this is just the way the names were created and stored in the old UI. You don't need to edit these or worry about what's in this field.*

**BL Partner Employer OLD**

* **WHY**: We have formal partnerships with some employers in each region and want to track how many & which students have had work experience there.
  + ​​​​​​​We will continue using this field (even though it's marked as OLD) until we are able to finish making connections between Program and Development records to connect student employment directly to the record for those organizations. You won't need to do anything when this happens; your data will transfer over to the new field.
* **What to enter:**
  + The name of the organization where the student is participating in a career-related experience. Begin typing the name of the organization and, if it's a partner, it will pop up for you to select
  + If the organization is not on the list, please write it into the "Employer" field, below.

**Partner Employer Org**

* **WHY**: We have formal partnerships with some employers in each region and want to track how many & which students have had work experience there.
  + ​​​​​​​We are in the process of making connections between Program and Development records to connect student employment directly to the record for our partner organizations. Once this process is complete and vetted by both Program and Development leadership, this field will replace "BL Partner Employer OLD" and all data will be transferred from that field to this one.
* **What to enter**: Nothing, for now!​​​​​​​​​​​​​​

**Employer**

* **WHY**: This field will help you identify a career-related experience your student has at an organization that is not an official partner.
* **What to enter**: Type the full name of the organization where the student has the experience (only if it was not listed as a partner organization in the field above)​​​​​​​

**Start Date**

* **WHY**: As we transition to using logged experience data to measure students' Employability Milestone completion, we will need to know which year they began each experience in order to accurately track E Milestones completed in a given year.
* **What to enter**: The date the student began or will begin the experience (estimates are fine)​​​​​​​

**End Date**

* **WHY**: Advisor knowledge of current/past career-related experiences
  + ​​​​​​​This field is nice-to-have, not need-to-have information. It might be helpful for you/future advisors in keeping track of the student's work history,
* **What to enter**:​​​​​​​ The date the student completed their experience, if known (estimates are fine)

**Title**

* **WHY**: Provides advisor with more knowledge of the career relevant experiences a student has had to help proactively plan for future roles.
* **What to enter**: Type the title of the job/volunteer position, if applicable.

FAQ:

What if the experience was a job shadow or micro internship? *You can leave blank as we will see this in the experience tab*

**Experience Type**

* **WHY**: Advisor knowledge of current/past career-related experiences. Additionally, some Career Connections teams may have goals around the number of students placed in a particular type of experience, for example, micro internships.
* **What to enter**:
  + Part Time
    - A paid work experience at ~30 or fewer hours per week
  + Work Study
    - A paid work experience (usually on the college campus) partially funded by the student's financial aid
  + Extracurricular
    - A leadership role within an extracurricular activity where the student is using and developing career-related skills (e.g. Treasurer of a student organization, Student Body Vice President, etc.)
  + ​​​​​​​Full Time
    - ​​​​​​​A paid work experience at 30+ hours per week
  + ​​​​​​​​​​​​​​Internship
    - ​​​​​​​A temporary work experience (paid or unpaid) where the student is generally working on a specific project over a set period of time
  + Volunteer
    - ​​​​​​​A long-term, unpaid, career-related experience (full- or part-time)
  + Job shadow/externship
    - ​​​​​​​A short-term experiential learning opportunity that supported a student's career exploration and allowed them to practice career relevant skills
  + Micro Internship
    - ​​​​​​​A short-term internship (10-40 hours) where a student completed a project for an organization

**How goals related to E Milestones are tracked:**

Our goal in moving the "Experience" category milestones out of the tasks function was to allow the entering of the actual experience to be what counts toward completing the milestone. In other words, if a student has one career-relevant experience logged, they have achieved the milestone of 1 career-relevant experience - no need for the advisor to have to check off another box to make it "count."

When looking at the data for E Milestones Completed (Total or This Year), you're seeing a count of any [E milestone tasks](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Employability-Milestones.aspx) completed PLUS up to 3 career-related experiences. For the "This Year" count, you're seeing anything completed after 8/23/21.

**First Destination Overview**

Our goal for students is that they are working full-time or continuing their education after they graduate from college. When students secure a job or commit to a grad school program before graduation, advisors may be entering their First Destination as part of the assessments process. If not, Career Connections Team members (or a designated manager, in regions without a CCT) will follow up with those students for up to 6 months to track their First Destination or to help them secure one, if they are struggling.

The process for entering a First Destination varies depending on if you are logging [Employment](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Experience-Tab.aspx#adding-graduate-school) or [Graduate School](https://tbl500amory.sharepoint.com/sites/SuccessProgramCurriculum/SitePages/Experience-Tab.aspx#adding-graduate-school).

* If a student is **both**employed and in graduate school post-college, please only log the most career-relevant one as the First Destination. In most cases, we expect this to be graduate school, but we leave this to the discretion of the advisor.

**Adding a Post-College Job**

Click the down arrow at the upper right hand side of your screen to select "Add First Destination: Employment"

**Experience Name**

* The database will automatically pre-fill "Student Name First Destination" in this box; you don't need to make any edits or worry about what's in this field.
* ​​​​​​​Click on the Experience Name to see or edit the full details of the experience.

FAQ:

Older First Destinations for my students are showing up as a long string of letters and numbers. Should I be concerned about this? *Nope! It's not pretty to look at, but this is just the way the names were created and stored in the old UI. You don't need to edit these or worry about what's in this field.*

**Partner Employer Org**

* **WHY**: We have formal partnerships with some employers in each region and want to track how many & which students have had work experience there.
  + ​​​​​​​We are in the process of making connections between Program and Development records to connect student employment directly to the record for our partner organizations. Once this process is complete and vetted by both Program and Development leadership, this field will replace "BL Partner Employer OLD" and all data will be transferred from that field to this one.
* **What to enter**: Nothing, for now!​​​​​​​

**Employer**

* **WHY**: This field will help you identify a career-related experience your student has at an organization that is not an official partner.
* **What to enter**: Type the full name of the organization where the student has the experience

**Title**

* **WHY**: Advisor knowledge of current/past career-related experiences
* **What to enter**: Type the title of the job/volunteer position, if applicable. ​​​​​​​

**Start Date**

* **WHY**: As we transition to using logged experience data to measure students' Employability Milestone completion, we will need to know which year they began each experience in order to accurately track E Milestones completed in a given year.
* **What to enter**: The date the student began or will begin the experience (estimates are fine)​​​​​​​

**FD: Employment Status**

* **WHY**: This will help us evaluate whether a student is in a mobilizing First Destination, which is the ultimate outcome we hope to see for our Success students. We define mobilizing as full-time employment, including fellowships.
* **What to enter**:
  + ​​​​​​​Full Time
    - ​​​​​​​A paid work experience at 30+ hours per week
  + Part Time
    - A paid work experience at fewer than 30 hours per week
  + Temporary/Contract Work
    - A paid work experience (that could be full- or part-time) with a set end date (for example, teaching at a summer program until August)
    - If the contract is for longer than 6 months, choose the other employment status that best fits the description (i.e. full-time or fellowship)
  + ​​​​​​​​​​​​​​Internship
    - ​​​​​​​A temporary work experience (paid or unpaid) where the student is generally working on a specific project over a set period of time
  + Fellowship
    - Typically a full-time job with a longer-term contact that may be paid via stipend
      * Common fellowships Bottom Line students have participated in: Americorps, Blue Engine, Boston Teacher Residency, City Year, Citizen Schools, College Advising Corps, NYC Teaching Fellowship, Peace Corps, Teach For America.
  + No, Still Looking
    - Enter this option if the student is still hoping to secure employment but does not have a job lined up yet
  + No, Not Looking
    - Enter this option only if the student has indicated that they will not be working or going to grad school and do not want to receive any more follow-up from Bottom Line about securing employment

**FD: Annual Salary**

* **WHY**: This will help us evaluate whether a student is earning a salary at or above the average for their industry.
* **What to enter**: If the student is in a salaried role, enter their annual salary here.​​​​​​​

**FD: Hourly Wage**

* **WHY**: This will help us evaluate whether a student is earning a salary at or above the average for their industry.
* **What to enter**: If the student is in an hourly role, enter their hourly wage here. This amount along with the number of hours per week will be used to calculate their estimated annual earnings.

**FD: Number of Hours Per Week**

* **WHY**: This will help us evaluate whether a student is earning a salary at or above the average for their industry.
* **What to enter**: If the student is in an hourly role, enter their hourly wage here. This amount along with the hourly wage will be used to calculate their estimated annual earnings.  
  ​​​​​​​

**FD: Career Related Scale**

* **WHY**: This will help us evaluate whether a student's first destination is "mobilizing," or helping them to achieve their career goals. Anything rated a 3 or higher is considered a career-related First Destination.
* **What to enter**: Ask the student, "On a scale of 1-5, to what extent is this job related to your career interests?"
  + 1 = not at all related
  + 5 = completely related  
    ​​​​​​

**Adding Graduate School**

Click the down arrow on the upper right hand side of your screen to select "Add First Destination: Grad School"

**Experience Name**

* The database will automatically pre-fill "Student Name First Destination" in this box; you don't need to make any edits or worry about what's in this field.
* ​​​​​​​Click on the Experience Name to see or edit the full details of the experience.

FAQ:

Older First Destinations for my students are showing up as a long string of letters and numbers. Should I be concerned about this? *Nope! It's not pretty to look at, but this is just the way the names were created and stored in the old UI. You don't need to edit these or worry about what's in this field.*

**FD: College or University Attending**

* **WHY**: For our own internal knowledge​​​​​​​
* **What to enter**: Type the full name of the college/university the student will be attending.
  + ​​​​​​​Note: we are counting post grad training programs that have strong success rates of leading to full-time jobs as graduate school (example: Pursuit in NY)

**FD: Grad School Start Date**

* **WHY**: The start date will help us confirm whether the student is starting school within 6 months of graduation
* **What to enter**: Choose the date the student will begin their graduate program.
  + ​​​​​​​Estimates are fine; for example, if the student is starting in the fall you can enter September 1